



Fort Riley Schools Catalog



Military Schools
Sustainment Training

**Mandatory
Training**

Installation Safety Training

Academic Programs

NCO Professional Development
Digital Training

Garrison Safety Training

Installation Environmental Training



**Fiscal Year
2014**

"Training tomorrow's warfighters today"

Military Schools:

<http://www.1id.army.mil/unitpage.aspx?unit=DPTMS.train.milschools>

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INTRODUCTION AND GENERAL INFORMATION

1. **RESPONSIBILITIES**

- a. Commanders and supervisors at all levels are responsible for ensuring maximum use of these courses to maintain a high state of individual proficiency and enhance combat readiness.
- b. Commanders and supervisors must ensure that all students selected to attend the courses contained in this document are qualified by the general/special prerequisites and report on time.
- c. Due to resources, units may be required to prioritize enrollment applications.
- d. Staff agency/activity course proponents must ensure that POIs and Lesson Plans are reviewed and updated so the instruction offered is current with the references established for the course. Class proponents are responsible for publicizing changes to the class schedules listed in this catalog.

2. **PREREQUISITES** General course prerequisites are listed below. Additional special prerequisites for each course are contained at the appropriate sections of this document. Students failing to meet the prerequisites may be released from the course.

- a. No dental or medical treatment pending for the duration of the course.
- b. No personal problems that would prevent attendance at all classes.
- c. No unfavorable personnel action, court martial proceeding, or civil court action pending or in progress.
- d. No transfer or other military orders pending or issued which preclude completion of the course.
- e. No Military School academic failure within the last 3 months or release due to disciplinary reasons within the last six months.
- f. **Students will be exempt from all duties that might interfere with course participation.**
- g. **All military personnel will report to class in complete duty uniform (NO EXCEPTIONS).**

3. **PROCEDURE FOR REQUESTING/CANCELING SPACES**

- a. Contact the POC located on the page for the course in which you wish to enroll.

4. **OFF-POST PERSONNEL** Installation commanders will ensure their personnel meet all prerequisites and that a copy of the student's TDY orders are faxed to the course POC when required, NLT 20 days prior to the course start date. Off-post installations must call for spaces in accordance with paragraph 3. Off-post installations will ensure that standard name line of soldier is correct. On-post housing is available, request reservations by calling Housing Division, Directorate of Public Works and Housing, DSN 856-2830/3890.

5. **SPECIAL INSTRUCTIONS FOR RESERVE COMPONENT SOLDIERS**

- a. Purpose: To provide instructions for requesting school quotas, reporting instruction and guidance for Reserve Component personnel training on Fort Riley for NCOES, MOS or other school training.

b. Requesting Training Quotas: All requests for training will be submitted on FR Form 28 through the State Schools Manager/RSC DCST to arrive at the Mobilization and Reserve Support Branch (MRSB) NLT 60 days prior to the start date of the class.

c. The State Schools Manager/RSC DCST will use the FR Form 28 when requesting seats. It is the POC's responsibility to inform the student of school request approval or disapproval and provide all information the student requires for attendance at the Fort Riley Military School.

d. All school requests will be fully completed to include all signatures and course information. Incomplete school request will be returned without action.

e. All electronic school requests (FR Form 28) will be sent through MRSB for processing. Contact MRSB for current email address to forward electronic enrollments at the following:

PHONE: COM (785) 239-0850
DSN 856-0850

FAX: COM (785) 239-3817
DSN 856-3817

f. Reporting Instructions: All USAR/National Guard soldiers will arrive and report to class on time in the appropriate uniform with all specified records and equipment.

g. Transportation: It is recommended that reserve component personnel travel by POV. Transportation at Fort Riley is limited. Personnel arriving at the Manhattan Municipal Airport can call the military taxi for transportation to Fort Riley ((785) 239-2636) during normal duty hours (Monday-Friday, 0730-1600). During non-duty hours, civilian taxi must be used. Transportation from quarters to class or meals is a student responsibility.

h. Billeting and Dining Facilities:

(1) Reservations for billeting can be made through Carr Hall, Building 45, (785) 239-2830 or DSN 856-2830 or 1-800-GOARMY1 and ask for Fort Riley.

(2) Individuals qualifying for a Statement of Non-availability are responsible for locating off-post housing and daily transportation to and from school. The daily cost of motel/hotel rooms above the maximum amount reimbursable by Finance will be at the soldier expense.

(3) Personnel performing annual training (AT) or attending class in lieu of annual training may receive quarters at no cost in the MRSB training complex. Soldiers will need to provide their own linens, to include pillow and blanket. These are shared billets; Soldiers should ensure to bring a lock to secure possessions in wall locker.

(4) Officers and all enlisted personnel performing ADT/ADSW, to include AGR on TDY status, are required to pay for any meals consumed in a military dining facility. Enlisted members performing AT will be provided meals at no cost provided they have a valid ID card and orders.

i. Appearance.

(1) All personnel will report to designated school/course in a complete military uniform. Uniforms will be properly fitted, clean, and serviceable. All personnel will report with haircut/standards as prescribed by AR 670-1.

(2) Duty uniform is BDUs/DCUs/ACUs or Flight.

j. Finance.

(1) All unit personnel will be paid at their home station.

(2) All personnel reporting for periods less than 30 days must bring sufficient funds to defray expenses for the period of stay.

k. Attachment Instructions. Orders directing a reserve component soldier to attend an on post school will read "Attached to HHC, USAG, Ft Riley, KS 66442-5303."

l. Assistance. Reserve component soldiers can receive assistance by calling MRSB at DSN 856-0850/6610 or commercial (785) 239-6605.

SCHOOL APPLICATION For use of this form see FR Reg 350-1; the proponent agency is DPTMS PRIVACY ACT OF 1974										DATE 26 JUL 2010 FROM 2nd Platoon Sergeant POC SFC Smith, Soldier EMAIL @us.army.mil PHONE NUMBER (785) 239-4444			
AUTHORITY: 10 U.S.C., Section 3013. PRINCIPAL PURPOSE(S): The Social Security Number is necessary for proper identification of applicant. ROUTINE USES: None. DISCLOSURE: Disclosure of information is voluntary. However, failure to provide the Social Security Number may result in an invalid application which will not be processed.													
THRU #1 Commander Company FT Riley, KS 66442			THRU #2 Commander Battalion FT Riley, KS 66442			THRU #3 Commander Brigade FT Riley, KS 66442			TO MILITARY SCHOOLS, TROOP SCHOOLS FORT RILEY, KANSAS 66442				
POC Company training NCO / 1SG EMAIL @us.army.mil PHONE (785) 239-0000			POC BN school NCO EMAIL @us.army.mil PHONE (785) 239-1111			POC BDE school NCO EMAIL @us.army.mil PHONE (785) 239-3333							
1. SCHOOL (LOCATION/CODE) FORT SAM HOUSTON, TEXAS/ 082												2. ALTERNATE LOCATION ACCEPTABLE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
3. COURSE TITLE (LIST ONLY ONE COURSE PER FORM) AMEDD Senior Leader Course												4. COURSE NUMBER 3-68-C46	
5. ALTERNATE DATES ACCEPTABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			6. SCHEDULE FOR FIRST AVAILABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			7. BEST ALTERNATE TIME FRAME FROM TO			8. INDIVIDUAL IS NOT AVAILABLE FROM TO				
9. (a) CLASS #	(b) CLASS DATE	(c) RANK/GRADE/SERIES	(d) NAME (LAST, FIRST, MIDDLE) EMAIL	(e) SSN	(f) BR MOS	(g) UIC	(h) UNIT						
003	2011-01-10	SSG (P)	Soldier, John john.soldier@us.army.mil	000-00-0000	68W	WAMHT0	DHHR, IJD						
10. REMARKS Soldier sequence number FY2010 #115													
11. I CERTIFY THIS TRAINING IS REQUIRED AND ALL NOMINEES MEET PREREQUISITES FOR THE COURSE													
FROM (NAME, TITLE) Platoon Sergeant SIGNATURE DATE SIGNED 26 JUL 2010						THRU #2 (NAME, TITLE) First Sergeant SIGNATURE DATE SIGNED 26 JUL 2010							
THRU #1 (NAME, TITLE) BN School NCO SIGNATURE DATE SIGNED 26 JUL 2010						THRU #3 (NAME, TITLE) BDE authorized personnel SIGNATURE DATE SIGNED 26 JUL 2010							
DUTY POSITION: Platoon SGT SECURITY CLEARANCE: Secret ETS DATE: 2018 01 15													

HOW TO FIND AN ATRRS COURSE, WITHOUT HAVING AN ATRRS ACCOUNT

Website: www.atrrs.army.mil

Click on Course Catalog

Click on interested course

School	School Name	Course	Phase	Course Title	Distance Learning
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	1-6-F3		ANTITERRORISM EVASIVE DRIVING - GO-SELECTED	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	2-6-F39		MILITARY POLICE PRE-COMMAND	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	3-18-020		BASIC MILITARY POLICE	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	3-18-020 (ST01)	1	BASIC MILITARY POLICE (ST01)	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	3-18-020 (ST02)	2	BASIC MILITARY POLICE (ST02)	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	7-18-020	3	MILITARY POLICE BASIC OFFICER LEADER	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	7-18-020 (B2)	3	MP OFFICER BRANCH QUALIFICATION	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	7-18-020 (B2) (OL)	1	MP OFFICER BRANCH QUALIFICATION	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	7-18-020		MILITARY POLICE BASIC OFFICER LEADER-BRANCH	No
191	MILITARY POLICE SCHOOL FT LEONARD WOOD, MO	7-18-022	2	MILITARY POLICE CAPTAINS CAREER	No

ATRRS Course Catalog - Windows Internet Explorer

https://www.atrrs.army.mil/atrrs/courseInfo.aspx?fy=2010&sch=191&crs=74-F17/830-F12&srch=SPECIAL+REACTION+TEAM&phse=1

ATRRS Course Catalog

"The Link To A Trained And Ready Force"

ATRRS

ATRRS Help Desk • Frequently Asked Questions • ATRRS Comments • TSACS Help Desk

User Information

ATRRS Homepages

New Users:

- ATRRS Info
- System Requirements
- Get Connected

Current Users:

- TSACS Phone Numbers

ATRRS Related Sites

- The Army Homepage

Add To Favorites

Click Here to add the ATRRS Homepage to your Favorites List

Information For Course 74-F17/830-F12

Back to Course Listing New Search

School: 191 Location: 401 MANSION LOOP, FT LEONARD WOOD, MO
Course: 74-F17/830-F12 Phase: 1
Course Title: SPECIAL REACTION TEAM

View Course Prerequisites

☒ Class Schedule ☐ Nonconducted Classes ☐ Cancelled Classes ☐ Rescheduled Classes View

Class Schedule

FY: 2010 School: 191 Course: 74-F17/830-F12 Phase: 1 Course Length: 2 Weeks 0.0 Days
Course Title: SPECIAL REACTION TEAM
Class Maximum: 30 Class Optimum: 30 Class Minimum: 20

Class	Predecessor	Report Date	Start Date	End Date	Capacity	Class Type	Street	City	State	Zip
001	View	18 Oct 2009	18 Oct 2009	30 Oct 2009	30	Resident		FT LEONARD WOOD	MO	65473
002	View	29 Nov 2009	30 Nov 2009	11 Dec 2009	30	Resident		FT LEONARD WOOD	MO	65473
003	View	03 Jan 2010	04 Jan 2010	15 Jan 2010	30	Resident		FT LEONARD WOOD	MO	65473
004	View	24 Jan 2010	25 Jan 2010	05 Feb 2010	30	Resident		FT LEONARD WOOD	MO	65473
005	View	21 Feb 2010	22 Feb 2010	05 Mar 2010	30	Resident		FT LEONARD WOOD	MO	65473
006	View	07 Mar 2010	08 Mar 2010	19 Mar 2010	30	Resident		FT LEONARD WOOD	MO	65473
007	View	21 Mar 2010	22 Mar 2010	02 Apr 2010	30	Resident		FT LEONARD WOOD	MO	65473
008	View	16 Apr 2010	19 Apr 2010	30 Apr 2010	30	Resident		FT LEONARD WOOD	MO	65473
009	View	09 May 2010	10 May 2010	21 May 2010	30	Resident		FT LEONARD WOOD	MO	65473
010	View	05 Jun 2010	07 Jun 2010	18 Jun 2010	30	Resident		FT LEONARD WOOD	MO	65473
011	View	11 Jul 2010	12 Jul 2010	23 Jul 2010	30	Resident		FT LEONARD WOOD	MO	65473
012	View	05 Aug 2010	09 Aug 2010	20 Aug 2010	30	Resident		FT LEONARD WOOD	MO	65473
013	View	12 Sep 2010	13 Sep 2010	24 Sep 2010	30	Resident		FT LEONARD WOOD	MO	65473
014	View	18 Oct 2009	18 Oct 2009	10 Oct 2009	30	Online	100 TRAINING WAY	FT POLY K	LA	71405

Done

Information provided includes class dates/location, course pre-requisites (if any), and a course description

ATRRS Course Catalog - Windows Internet Explorer

https://www.atrrs.army.mil/atrrs/

ATRRS Course Catalog

TSACS Phone Numbers

ATRRS Related Sites

- The Army Homepage

Add To Favorites

Click Here to add the ATRRS Homepage to your Favorites List

CLICK HERE to receive Historical Course Catalog data.

CLICK HERE to receive a list of Courses included in the TACITS Survey.

For information on schools and courses in ATRRS, please fill in as much information as possible to specify your search. When you have entered your criteria press the 'Search the ATRRS Course Catalog' button. If you need more information about any of the codes, click on the category name for a list of descriptions.

If you have a question, CLICK HERE to go to the Course Catalog Question Log.

Type in Course Number (if known) or Course Title

Clear All Fields

Search Within

You may enter your search text for a Course Number, Course Title, or Course Scope search. For example you may enter 010 in the 'Course Number' input box for the Fiscal Year of 2010 to return all Courses that include 010 in 2010, such as 010-05010 and 010-05015.

Course Number:

Course Title:

Course Scope:

Fiscal Year: 2010 Phase:

Report Code: Warrent SQL:

State: Select Code:

Officer AOC: Budget Code:

Enlisted MOS: Language Code:

Enlisted ASI: Command Code:

Enlisted SGI: OPMS Skill Code:

Warrent MOS: SACR Element:

Warrent ASI: ODD Type:

ACT/UT Model:

Search the ATRRS Course Catalog

Privacy and Security Notice

ATBRS Course Catalog - Windows Internet Explorer

https://www.atbts.army.mil/atbtscc/courseinfo.aspx?fy=2020&sch=131&crs=71417%2F330413&scrtile=SPECIAL+REACTION+TEAM&phase=L

File Edit View Favorites Tools Help

U.S. Army Sexual Assault P... U.S. Army Sexual Assault P... https://con.army.mil/enr-g... Free Hotmail

ATBRS Course Catalog

Course	Start	End	Days	Time	Location	Room	Room	Room	Room
703	24 Mar 2010	25 Mar 2010	05 Feb 2010	20	Onsite	24TH MP DET	24TH MP DET	24TH MP DET	24TH MP DET
704	04 Apr 2010	05 Apr 2010	16 Apr 2010	20	Onsite	XVIII ABN CORPS	PORT BRAGG	NC	26307
705	02 May 2010	03 May 2010	14 May 2010	29	Onsite	716TH MP WING	PORT CAMPBELL	KY	42223
706	20 Jun 2010	21 Jun 2010	02 Jul 2010	30	Onsite	TBD	TBD	MD	85473
707	18 Jul 2010	19 Jul 2010	30 Jul 2010	29	Onsite	TBD	TBD	MD	85473
708	15 Aug 2010	16 Aug 2010	27 Aug 2010	30	Onsite	1 CD	FT HOOD	TX	85473
709	12 Sep 2010	13 Sep 2010	24 Sep 2010	30	Onsite	24 ID	FT CARSON	CO	85473

Classes that have been nonconducted or cancelled or rescheduled have been excluded

Course Scope And Special Information

Effective 2004-11-02

Course Scope:

SRT Phase 1 instruction consists of SRT tactics and special threat operations to include SRT concepts, movement in urban terrain, building clearing operations, use of force to include less lethal option, response to terrorist incidents, advanced firearms training, surveillance/intelligence reporting and incident pre-planning. Phase 1 is a prerequisite for attendance to SRT Phase 2, Maritime/Observer training.

Special Information:

This course is NOT releasable to students of foreign countries.

Information for School 101, Last Updated 17 Dec 2009

(Information listed below does NOT apply to USAF, USMC, and USN personnel. go to www.usmc.mil web page for information on interservice soldiers)

1. Army Training Travel Guidance: Army training travel policy to support the execution of Army military travel documentation/orders can be found at <https://www.g307atbts.army.pentagon.mil/ato/mtr>
2. Transportation information is as follows:
 - a. If driving, the most direct route is by Interstate 44 that runs between St Louis and Springfield, MO.
 - b. If traveling by air to St Louis, Coach (\$69.00 one way) and commercial bus lines (approximately \$30.00 one way, weekdays & \$35.00 one way for weekends) or rental car are available for transportation. Ft Leonard Wood is approximately 140 miles west of St Louis.

Done

Trusted sites | Protected Mode: On

95%

MILITARY SCHOOLS

SECTION II

MILITARY SCHOOLS INTRODUCTION AND GENERAL INFORMATION

1. **PURPOSE:** To provide information on Fort Riley Military School courses. This document provides guidance to Commanders, staff officers, personnel officers, and supervisors who select individuals to attend Fort Riley Military School courses.

2. **PROCEDURE FOR REQUESTING/CANCELLING TRAINING:**

a. To request Military Schools training, unit schools NCO must enroll soldiers utilizing the FR Form 28. Units and/or organization will submit an electronic copy of the FR Form 28 to, usarmy.riley.1-id.mbx.military-schools-and-troop-school@mail.mil. All questions and/or concerns with the application process should be directed to the appropriate POC listed for each course

b. Reserve component soldiers submit applications per the instructions in paragraph 5 of the General Information Section in the front of the catalog.

c. The Training Coordinator will develop a tentative class roster when at least 8 applications are received prior to class start date.

d. A final roster will be developed within the first hour of the class. This roster will indicate attendees and no-shows.

e. Standby applications will be accepted up to the class report time. Standby students will be seated on a first-come, first-served basis.

f. When more requests are received for a particular class than there are seats available, an additional class may be scheduled if resources are available.

g. Commanders should request only one class date for their students.

h. Class rosters will be developed using "approved" and/or "standby" categories. The approved status is a confirmed seat in the class. A soldier on "standby" status may get a seat due to cancellations or no shows, standbys should report to the school the first day of class.

i. Units will not receive shortfall notifications for cancellations received prior to class reporting time.

3. **COURSE NON-CONDUCT:** Course enrollment is monitored and courses not filled to the required minimum will be non-conducted 4 weeks prior to the start date to allow units to reintegrate Soldiers into other training events.

4. **OFF-POST PERSONNEL:** Installation commanders will ensure their personnel attending Troop School meet all prerequisites. Personnel at off-post installations must request class seats in accordance with paragraph 2, ensuring that the student's standard name line is correct. On-post housing is generally available. Call Carr Hall, Building 45 at COM (785) 239- 2830 or DSN 856-2830/3890 or 1-800-GOARMY1 (ask for Fort Riley) to make reservations.

4. **OUT-OF-STATE TUITION:** Barton County Community College (BCCC) provides the instructors for all sustainment training classes. Due to funding restrictions, out-of-state tuition must be collected for all **Non-Kansas Residents*** attending sustainment training classes. Sustainment

training course out-of-state tuition cost is listed on the Course List immediately following the general instruction section. Procedures for obtaining a training seat for an out-of-state soldier are as follows:

USAR and National Guard units submit FR Form 28 application to MRSB, Fort Riley. Active Army units submit FR Form 28 to a Military Schools Training Coordinator. A memorandum listing the names and SSN of students, class and dates of class as well as the amount to be paid, method of payment and unit POC must also accompany the request.

The methods of payment are:

1. The unit can pay telephonically using a credit card (Call the BCCC representative at 785-239-9769).
2. The unit can pay by check or money order prior to cut off time and date.
3. The student can pay by check, credit card, money order, or cash (must be pre-approved by BCCC) prior to or the day of class but must be paid in full by 0915 the first day of class.

To obtain a firm reservation in a class, the requesting unit must submit a schools request and memorandum with payment method to the appropriate agency (USAR/NG to MRSB, Active Duty to Training Coordinator Military Schools, Fort Riley, Kansas) NLT 30 working days prior to class start. A training seat cannot be guaranteed if request is received less than 30 working days prior to class start. Payment must be received or verified with BCCC NLT 20 working days prior to class start date. Once the payment has been received or verified BCCC will forward payment verification for the student to the Military Schools Training Coordinator and 15 working days prior to the class start date, a roster will be confirmed for the class. Requests received less than 20 working days prior to class start are processed on a space available basis.

*** Non-Kansas Residents:** Any person not residing in the state of Kansas or not an active duty service member permanently assigned to an active duty unit/post in the state of Kansas (i.e. Fort Riley or Fort Leavenworth).

A USAR soldier, assigned to a Kansas USAR unit, whose legal residence is not Kansas, is considered a Non-Resident. Kansas National Guard soldiers, regardless of residence, are considered Kansas residents only for sustainment training class purposes.

MILITARY SCHOOLS SUSTAINMENT TRAINING COURSE LIST

Course Title	Credits	Total Cost
Ammunition Handler	3	\$366.00
Combat Lifesaver Recertification	1	\$122.00
Combat Lifesaver	2	\$244.00
Field Sanitation	2	\$244.00
Fuel Handler	2	\$244.00
Miles	1	\$122.00
CBRN Officer/NCO	5	\$610.00
Physical Readiness Training Leader's Course	3	\$366.00
Power Generator Operator	1	\$244.00
PBUSE Clerk	3	\$366.00
PBUSE Manager	4	\$488.00
PBUSE Commander Course	1	\$122.00
Unit Armorer Supervisor	3	\$366.00
Unit Armorer	4	\$488.00
Bus Driver Training Course	3	\$366.00
DTMS	1	\$122.00
92 F (DOT)	1	\$122.00
SAMS-E	5	\$610.00
TC-AIMS II/ Unit Movement I	3	\$366.00
TC-AIMS II/ Unit Movement II	3	\$366.00
TC-AIMS II/ System Administrator	3	\$366.00
HAZWOPER	3	\$366.00
HAZWOPER Recertification	1	\$122.00
Master Driver	3	\$366.00

❖ Cost subject to change starting 1 August 2014

Note: Courses taught by Barton County Community College under an established Memorandum of Understanding (MOU). The courses listed above are provided to military/DOD civilian ID card holders that reside in the state of Kansas at no charge to the individual. Those that are **not** residents of Kansas will be charged a tuition fee.

Tuition Payment Methods:

1. The preferred method of payment is to build the cost of tuition into the Soldier's DTS orders. Then the Soldier pays the tuition using Government Travel Card (GTC) on the first day of class.
2. The next preferred is for the unit to call and make payment with Government Purchase Card (GPC). This can be done by calling (785)784-6129. This can be done for a single Soldier or for a group attending together.

UNIT ARMORER COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 60 hours (8 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide sustainment training to enlisted personnel in the operation and management of the unit arms room, maintenance of weapons, required forms and reports, and physical security. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, FR REG 190-1, and FR REG 350-1.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer.
 - b. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 24 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

UNIT ARMORER SUPERVISORY COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 50 hours (7 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** To provide training to supervisors oriented in organizational maintenance of small arms. This includes inspection, disassembly, assembly, required operator/organizational maintenance, ordering of parts, maintaining PLL for small arms (SARP), and turn-in procedures for direct support maintenance. This course also includes physical security and proper physical security inspections conducted by the PMO. Ft. Riley specific regulations and practices are used IAW AR 190-11, FR 190-11, FR REG 190-1, and FR REG 350-1.
 4. **PREREQUISITES:**
 - a. Assigned duties as a Unit Armorer Supervisor, minimum rank sergeant E5 and above.
 - b. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 24 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) CLERK COURSE

1. **LOCATION:** Military Schools Facility, Building 77692.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** This operator level course provides initial and job enhancement training to unit supply clerks in the Property Book Unit Supply Enhanced (PBUSE) automated supply procedures and policies. PBUSE –Unit level training includes, but is not limited to system security; unit parameters; system utilities; supply request processes; unit load management; automated hand receipts; automated component listings; operation modes, stand-alone or enterprise; and multimedia training.
5. **PREREQUISITES:**
 - a. Assigned duties as a Unit/Organization PBUSE Clerk.
 - a. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 16 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) MANAGER COURSE

1. **LOCATION:** Military Schools Facility, Building 77692.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 60 hours (8 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To familiarize mid-level managers with PBUSE at the Unit level and the reports produced by the system. This training includes, regulations and practices, system security; unit parameters; supply request processes; automated hand receipts; systems administrative processes; systems inquiries; code table files; catalog files; establishing authorizations; editing reports and listings; performing accountability transactions; and hand receipt maintenance.
5. **PREREQUISITES:** Personnel selected to attend this course will be mid-level managers who have various levels of responsibility for their organization's mission accomplishment. They must also be familiar with the tools that PBUSE provides to help accomplish the mission. Personnel included in this category are: Data Base Administrators, Property Book Officers and Property Book NCOs
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 16 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290

PROPERTY BOOK UNIT SUPPLY ENHANCED (PBUSE) COMMANDER'S COURSE

1. **LOCATION:** Military Schools Facility, Building 77692
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space
3. **LENGTH:** 15 HOURS (2 Days). 0900-1630 Mon-Fri. No classes will be held on Federal holidays.
4. **PURPOSE:** To familiarize Commanders with the PBUSE Reports produces by the system at the Unit Level. This training includes, but not limited to Fort Riley specified regulations and practices. Commander's transactions reports, commanders financial reports, unit parameters, supply request procedures (MILSTRIP), assigning user roles, hand receipt procedures, component management, organizational data, and unit level reconciliations.
5. **PREREQUISITES:** Personnel selected for to attend this course will be senior level managers who have various levels of responsibilities for their organizations mission accomplishment. Be familiar with the PBUSE tools provided to help accomplish the mission. Personnel included in this category are: Battalion Executive Officers, Company Commanders, Company Executive Officers and Senior Noncommissioned Officers.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or no more than 16 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military schools Training Coordinator at, 239-1290

AMMUNITION HANDLER COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide performance oriented training on receipt, accountability, transport and safety for live ammunition and related residue. Ft. Riley specific regulations and practices are used IAW AR 385-64, AR 385-63, FORSCOM REG 700-4, DOD/DTR 4500.9-R, FR PAM 710-16 AND QASAS Procedures.
5. **PREREQUISITES:**
 - a. Assigned duties as an Ammunition Handler.

NOTE: Upon completion of the course and prior to performing AA&E duties, Commanders must complete DA Form 7281 for each graduate IAW AR 190-11, Para 2-11(a) and Fort Riley IG SIP [Ammunition Management – dated 3 Dec 2010]
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 24 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

MILES COURSE (BASIC)

1. **LOCATION:** MILES Warehouse, Building 77680
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 Hours (2 Days). 0900-1630 Mon-Fri
4. **PURPOSE:** To train personnel in the following areas:
 - a. MILES warehouse procedures, regulations and policies. Ft. Riley specific regulations and practices are used IAW FR REG 350-1 and FR REG 350-4.
 - b. How to use and train with the following MILES equipment:
 - (1) Universal Controller Gun (UCD).
 - (2) Proper boresighting procedures of the M16/M4 transmitter using the Small Arm Alignment Fixture (SAAF) or Mirror Alignment JIG KIT (MAJiK).
 - (3) Shoulder Launched Munitions AT4 and RPG.
 - (4) Mobile Independent Target System (MITS).
 - (5) Wireless Independent Target System (WITS) Basic and M113.
 - (6) Multiple Integrated Laser Engagement System Individual Weapons System (MILES IWS).
5. **PREREQUISITES:** Grade of E5 and above. Training and certification card is required to hand receipt MILES equipment (IAW Fort Riley MILES SOP).
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Number of students will not be less than 8 but not more than 16 per class.
 - b. Students completing the course (Test) will receive a license certifying them on: UCD, SAAF, MAJiK, SLM AT4, SLM RPG, MITS, WITS, MILES IWS and M113.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

CBRN OFFICER/NCO COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
 - a. Students will report in duty uniform daily.
 - b. On the first day, students only need a notebook and pen or pencil.
 - c. The duty uniform will be worn throughout the course.
3. **LENGTH:** 80 hours (10 Days), 0900-1630, Monday-Friday.
4. **PURPOSE:** To qualify personnel as unit CBRN Defense Officers/NCOs as required by AR 350-1 (one officer, one CBRN NCO, and one enlisted alternate per company) and to train those individuals in techniques needed for combat operations in a chemical, biological and nuclear environment. Those MOS 74D soldiers who assume unit chemical NCO duties (one 74D20 authorized/company) and who are not BNCOC graduates are required to attend. The course prepares the students to function as unit CBRN Defense Officers/NCOs and includes: chemical, biological and nuclear defense organization and training requirements; chemical agents- physiological effects, protective measures and first aid; biological agents- physiological and physical effects, field behavior and first aid; protective measures and effects of nuclear weapons (blast, heat, initial and residual radiation, and electro-magnetic pulse), protective measure, yield estimation, fallout prediction and operational aspects of radiation; NBC reports, maintenance and use of chemical, biological, nuclear, and radiological defense equipment and material; individual and collective protection; decontamination; and Smoke Pot requirements and effects of weather and terrain on smoke. Ft. Riley specific regulations and practices are used IAW AR 350-1, Para 4-11c. and FR REG 350-1, and Chapter 11.
5. **PREREQUISITES:**
 - a. Actual or anticipated assignment as a unit NBC officer, noncommissioned officer or enlisted alternate.
 - b. GT score of 100 or above or ST of 95 or above (nonwaiverable).
 - c. Grade E4 or above (waiverable to E3).
 - d. Be proficient at skill level 1 - NBC Common Tasks (STP-21-1-SMCT), skill level 1 and 2 -Map Reading Tasks (STP 21-1-SCMT and FM 21-2), and be able to perform math calculations (some algebra required).
 - e. Have a minimum of one year of service remaining upon completion of the course.
 - f. Students attending this course of instruction will be exempt from all unit duties (to include weekends and holidays).
6. **ADMINISTRATIVE INSTRUCTIONS:**

a. Students will receive two exams during the CBRN Course. Students must maintain an overall grade average of 70% to remain in the course.

b. Number of students will not be less than 10 or more than 20 in each class.

7. **ELIMINATION:** Students will be dismissed from the course for any of the reasons indicated below:

a. Failure to meet course prerequisites.

b. Academic elimination (failure to maintain a 70% average).

c. Administrative elimination for absence in excess of four hours (cumulative) during the course, habitual tardiness or emergencies not known to exist at the beginning of the course.

d. Commanders of students who are academically or administratively dismissed will be notified in writing through the chain of command.

8. **EQUIPMENT:**

a. Students, with the exception of USAR, and National Guard personnel (see para 9.b.) are required to have the following equipment (bring to class IAW course training schedule). Failure of on post personnel to bring the equipment listed will result in administrative dismissal from the course:

(1) M40 series protective mask

(2) AN/UDR-13 Radiac Set w/batteries

(3) Improved Chemical Agent Monitor (ICAM) w/batteries

(4) M41 Protective Assessment Test System (PATS)

(5) M4 Joint Chemical Agent Detector (JCAD) w/batteries

(6) AN/VDR-2 Radiac Set w/batteries

b. USAR and National Guard will bring as much of the above equipment as possible. At a minimum, they will bring protective mask and training MOPP Suit.

9. **GRADUATION:**

a. Graduation will take place in Building 211, Room 16, NBC Classroom, on the last day of class, hour TBA. Uniform for graduation will be BDUs. Students will not be released early on the last day of class.

b. The candidate with the highest academic average in each class will be designated as the Distinguished Honor Graduate.

c. The candidate with the second highest academic average in each class will be designated as the Honor Graduate.

10. **NATIONAL GUARD/USAR:**

a. Prerequisites for NBC/Officer Course. Actual or anticipated assignment as a unit CBRN

Officer, Noncommissioned Officer, Enlisted Alternate or Decontamination NCOIC.

b. See “Introduction and General Information”, for special instructions for Reserve Component Soldiers. Reserve Component personnel attending this course are authorized, with military ID card, to dine in the main post facility, Bldg 251 (per Chief, DOL Services).

11. **MOS 74D PERSONNEL ATTENDANCE IN NBC DEFENSE COURSES:**

a. Ft. Riley Reg 350-1, Chap 11 requires all MOS 74D10 Chemical Operations Specialists who fill company level MOS 74D20 positions to attend the NBC Defense Course. MOS 74D20s may also attend on a space available basis.

b. MOS 74D personnel, once enrolled, will complete the entire course, including all required class exercises, homework and exams.

12. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

FIELD SANITATION TEAM TRAINING COURSE

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide formal training to unit level Field Sanitation Team. Ft. Riley specific regulations and practices are used IAW FR REG 350-1, Chapter 10-10.
5. **PREREQUISITES:** Student must have a minimum of 6 months remaining in the unit upon completion of the course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Units possessing organic medical personnel are highly encouraged to utilize these personnel and recommended to be the Field Sanitation Team Leader IAW AR 40-5.
 - b. Number of students will not be less than 10 or more than 24 in each class.
 - c. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

92F DEPARTMENT OF TRANSPORTATION (DOT) COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 15 hours (2 Day). 0900-1630. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To provide 92F MOS detailed study of U.S. Department of Transportation (DOT) regulations. Topics include identifying regulated materials, preparing shipping papers, inspection of packaging and label determination. Emphasis will be placed on interpretation of regulations used in the transportation and storage of petroleum fuels and related materials for function specific training in petroleum supply and storage operations IAW Ft. Riley specific regulations: FR PAM 710-14, AR 710-2, DA PAM 710-2.
5. **PREREQUISITES:**
 - a. Newly assigned, 92F MOS Petroleum Supply Specialist not certified to transport fuel on Ft. Riley or recertifying 92F personnel.
 - b. Non-MOS Fuel Vehicle Operator or Assistant who attended the Fuel Handlers Course that require recertification
 - c. Minimum of six months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 24 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

BUS DRIVER TRAINING COURSE

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 60 hours (8 Days). 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** To train and license personnel to operate a military bus while complying with federal, state and applicable Ft. Riley regulations and observing safety procedures governing passenger carrying vehicles.
5. **PREREQUISITES:** Student must:
 - a. Have a minimum of 6 months remaining on active duty.
 - b. Have no record of any at-fault motor vehicle accident in the last two years.
 - c. Have no record of serious moving traffic violations in the last two years.
 - d. Possess a valid state driver's license.
 - e. Commanders will interview students and determine that they possess the maturity and judgment to safely operate a bus. A signed memorandum depicting commander's approval is required to be submitted to Training Coordinator.
 - f. Be licensed on a minimum of a 2 ½ ton wheeled vehicle
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or greater than 12.
 - b. Students will not be officially enrolled until all of the following documents are presented to the Military School Administration Office, Room 116, Building 8388 or sent in with a FR 28.
 - (1) Valid DA Form 348-E (Equipment Operator Record) with Accident Avoidance Training annotated in Section 3.
 - (2) Valid 5984-E as annotated on DA Form 348-E.
 - (3) Memorandum signed by commander recommending student to attend class.
 - (4) Current state driver's license, submit with FR 28 copy of Front and back side of the state driver's license.
 - (5) Copy of Fort Riley On-Post School Request Form (FR Form 28).
 - c. Students will be exempt from duties that might interfere with course participation.
 - d. Students will be terminated immediately for sleeping, unsafe acts, and violations of traffic laws, poor driving skills and missing any instruction.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

FUEL HANDLER'S COURSE

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 40 hours. 0900-1630 Mon-Fri.
4. **PURPOSE:** To provide performance oriented training on administrative and technical tasks required of a Petroleum Fuel Handler. Ft. Riley specific regulations and practices are used IAW AR 710-2, DA PAM 710-2-1, FR PAM 710-14.
5. **PREREQUISITES:**
 - a. Assigned duties as either a Fuel Vehicle Operator or Assistant, **NON- 92F MOS.**
 - b. Minimum of 6 months remaining on active duty upon completion of course
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 24 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

POWER GENERATOR OPERATOR COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class.
3. **LENGTH:** 30 hours. 0900-1630 Mon-Fri.
4. **PURPOSE:** To train students in the fundamentals required to install, operate and maintain a generator set.
5. **PREREQUISITES:**
 - a. Assigned as Generator Operator.
 - c. Minimum of six months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or more than 15 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Requests for instructor to unit will be provided to the Military Schools by memorandum with the following information.
 - (1) Dates desired for training (Primary and Alternate). Course length will be determined by type of equipment at unit.
 - (2) Location/building number of classroom and motor pool.
 - (3) Number of students to be trained (maximum fifteen students, minimum of eight students).
 - (4) Point of contact at unit. Training will be scheduled with battalion and higher level units.
 - (5) Type of generators in the unit. (requesting unit will provide all equipment)
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

NOTE: UNIT REQUESTED CLASS ONLY

COMBAT LIFESAVER COURSE

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 Hours (5 Days). 0900-1645 Mon-Fri
4. **PURPOSE:** To train non-medical soldiers to provide immediate lifesaving measures beyond the level of self-aid or buddy-aid to wounded soldiers in forward battle areas. Training is conducted using training materials provided by the Combat Lifesaver Correspondence Course. IAW FR REG 350-1, each section, squad or team will have at least one member trained and certified as a Combat Lifesaver. Certification is valid for 365 days from the date issuance. References include Combat Lifesaver Correspondence Course, AR 350-1, TRADOC PAM 525-50, FR REG 350-1, Chapter 10-11 and AR 350-1, G-12.
5. **PREREQUISITES:**
 - a. Must have 6 months remaining in unit.
 - b. No profile preventing lifting 20 lbs or greater.
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the entire course will receive a Certificate of Training and a DD Form 1902.
 - b. Number of students will not be less than 10 or more than 24 in each class.
 - c. Kevlar, IBA and eye protection required for lane exercises conducted on last day of course.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

COMBAT LIFESAVER RECERTIFICATION COURSE

1. **LOCATION:** Unit requested class, report to location assigned by unit.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 24 hours (3 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** To provide sustainment training and required annual re-certification for unit Combat Lifesavers. In addition to recertification, this course will augment unit training programs in maintaining Combat Lifesaver proficiency in critical lifesaving task. Ft. Riley specific regulations and practices are used IAW TRADOC 525-50 and FR REG 350-1, Chapter 10-11 and AR 350-1, G-12.
5. **PREQUISITES:** Students must have successfully completed a Combat Lifesaver Course within the previous year. Training certificate or DD1902 dated within one year must be presented before attending course.
6. **ADMINISTRATIVE REQUIREMENTS:**
 - a. Students completing the course will receive a Certificate of Training and a DD Form 1902.
 - b. Number of students will not be less than 10 or more than 24 in each class
 - c. Kevlar, IBA and eye protection required for lane exercises conducted on last day of course.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

PHYSICAL READINESS TRAINING LEADERS COURSE (PRTLCL)

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 Hours (6 Days). 0900-1630 Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class. Failure to do so may constitute a loss of space.
4. **PURPOSE:** The PRTLCL is a six-day course that teaches PRT leaders (NCO and officers) how to precisely teach and lead the activities in the toughening phase of PRT. Students will learn how PRT relates to Battle Focused Training, how to conduct a PRT session, and how to plan, schedule and conduct unit PRT to maximize performance with minimal injuries IAW TC 3.22-20. Students will be introduced to the Army Physical Readiness Test (APFT) and the PRT activities conducted during the sustaining phase of PRT. Upon completion of the course the student will:
 - a. Be able to explain muscle structure and nervous stimulation.
 - b. Exhibit an understanding of cardiovascular and respiratory dynamics.
 - c. Be able to explain energy metabolism.
 - d. Understand the effects of nutrition and physical conditioning.
5. **PREREQUISITES:**
 - a. Rank of Corporal or above, highly motivated.
 - b. No temporary profiles. Soldiers must complete all phases of the course.
 - c. Assigned duties as the company physical readiness leader.
6. **DAILY UNIFORM:** Clean PT Uniform with Class A name tag and rank insignia, running shoes.
7. **STUDENTS WILL BRING TO CLASS:**
 - a. A three (3) ring binder with notebook paper, pen and pencil.
 - b. A water bottle or canteen.
 - c. Towel.
 - d. Current APFT card.
 - e. Calculator.

8. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Number of students will not be less than 10 or no more than 20 in each class.
- b. Students will be exempt from all duties and appointments that may interfere with course participation.

9. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

DIGITAL TRAINING MANAGEMENT SYSTEM (DTMS)

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 32 hours (4 days) 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course provides training managers at the company, battalion, and brigade level with hands-on instruction on the functional operation of the Digital Management System (DTMS). Instruction covers basic systems access including unit training management, enrollment, Battle roster analysis, ad-hoc and status reporting, seat allocations, soldier and organizational participation tracking, class scheduling, real time event and resource management, tracking new equipment training as well as sustainment training. Additionally, IAW AR 350-1, ADP 7-0, and ADRP 7-1, students will receive an introduction to Combined Arms Training Strategies (CATS).
5. **PREREQUISITE:**
 - a. Currently or scheduled to be assigned duties as training manager at company level and above.
 - b. All applicants must have six (6) months service remaining upon completion of training.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 and no more than 24 per class.
 - b. Students will be exempt from duties that would preclude course participation.
 - c. CAC is required.
 - d. Students are required to be entered, as users, into the DTMS training site before the start of class.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

STANDARD ARMY MAINTENANCE SYSTEM-ENHANCED (SAMS-E) CLERK

1. **LOCATION:** Military Schools Facility, Building 77692.
2. **LENGTH:** 80 hours (10 Days). 0900 – 1630 Mon-Fri
3. **PURPOSE:** To provide sustainment training in duties and responsibilities for a SAMS-E Clerk. This course combines all aspects of TAMMS/PLL through the use of the SAMS-E system. Using demonstration and practical exercises, students learn the theory and application of automated tasks. The Standard Army Maintenance System (SAMS) consists of a collection of applications that provide Army users and logistics personnel easy access to day-to-day weapon systems and sub-component readiness status, maintenance and repair parts information, and facilitate their associated management functions. SAMS applications are part of the Army's portfolio of automated logistics and integrated systems (TLS).
4. **PREREQUISITES:**
 - a. Minimum of 6 months remaining on active duty upon completion of course.
5. **ADMINISTRATION:**
 - a. Number of students will not be less than 10 or more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
6. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER)

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 Hours (6 Days). 0900 - 1630 hrs daily. No classes on Federal holidays.

4. **PURPOSE:**

This course provides Soldiers with hands-on experience in responding to chemical incidents specifically toxic industrial chemicals and materials (TICs/TIMs) that can be deployed as weapons. Topics include toxicology, chemical awareness, sampling and monitoring, personal protective equipment, safety, confined space entry, incident command, site control, radioactive materials, decontamination, safe work practices and emergency procedures. Course also meets 29CFR 1910.120 requirements of OSHA HAZWOPER 40 hour certification.

This course is designed to enable students to:

- Identify and evaluate various types of hazards using site characterization techniques.
- Understand the principles of toxicology and how they relate to various types of chemical exposure.
- Understand the limitations and benefits of military and civilian protective equipment.
- Select, don, and use personal protective clothing and respirators including self contained breathing apparatus (SCBA).
- Implement emergency response plans
- Set up and operate a decontamination site
- Conduct sampling and monitoring procedures at a contaminated site using selected instruments and equipment.
- Identify, interpret, and apply safety measures during a chemical spill or chemical incident.

5. **PREREQUISITES:**

- a. Medical profile must be presented on first day of class.
- b. No appointments or unit duty for the week of training.
- c. No Profiles that prohibit students from carrying a minimum of 40 pounds or wearing a protective mask.

6. **ADMINISTRATIVE INSTRUCTIONS:**

- a. Number of students will not be less than 10 or no more than 16 in each class.
- b. Students will be exempt from all duties and appointments that may interfere with course participation.

7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

RECERTIFICATION FOR HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (HAZWOPER)

1. **LOCATION:** Military Schools Facility, Building 8388A.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 24 Hours (3 Days). 0900 - 1630 hrs daily. No classes on Federal holidays. Report

4. PURPOSE:

This course provides Soldiers with refresher training in responding to chemical incidents specifically toxic industrial chemicals and materials (TICs/TIMs). Topics include sampling and monitoring, personal protective equipment, decontamination, and emergency procedures. Course meets refresher training requirements of 29CFR 1910.120 (e) (8), OSHA HAZWOPER certification.

This course is designed to enable students to:

- Review, evaluate, and employ defensive & offensive techniques in response to a chemical incident.
- Understand and incorporate updated information and techniques related to emergency response to toxic industrial chemicals and materials (TICs/TIMs).

5. PREREQUISITES:

- a. Medical profile must be presented on first day of class.
- b. No appointments or unit duty for the week of training.
- c. Attended 40 hour HAZWOPER course within the last 12 months

5. ADMINISTRATIVE INSTRUCTIONS:

- a. Number of students will not be less than 8 or no more than 16 in each class.
- b. Students will be exempt from all duties and appointments that may interfere with course participation.

7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290.

MASTER DRIVER COURSE

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 45 hours (6 Days) 0900-1630 Mon-Fri. No classes will be conducted on Federal holidays.
4. **PURPOSE:** The Master Drivers Course provides an overview of the procedures used by Commanders to control and account for training, testing, evaluating, and licensing vehicle and equipment operators. Theory and application of both manual and automated tasks are presented through the use of practical exercises. Safety requirements for motor vehicles and accountability for training, testing, recording, evaluating, and licensing for all vehicle and equipment operators who utilize military equipment will be included. Department of Defense, Army, State and local laws, regulations and policies will be reviewed.
5. **PREREQUISITES:** Student must:
 - a. Have a minimum of 6 months retain ability in the unit.
 - b. Possess a valid military driver's license
 - c. Sergeant E5 or above designated as the unit Master Driver with responsibility for establishing and conducting battalion or company drivers training program.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or greater than 24.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Bring a valid DA Form 348 (operator Qualification Record) with Accident Avoidance Training.
 - d. Valid DA Form 5984-E (Operator's Permit)
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-9038.

MODERN ARMY COMBATIVES LEVEL I

LOCATION: 1ST Infantry Division Combatives Training Facility, Bldg 77670

REPORTING: 0900 hours on the first day of class. Failure to report on time may constitute loss of space.

LENGTH: 40 Hours (5 days). 0900-1700 hrs. daily.

PURPOSE: This course serves as a basic student introduction to Modern Army Combatives. The course provides a hands-on, effective approach to learning self-defense, increasing physical endurance, and coordination. Ft. Riley specific regulations and practices are used IAW FM 3-25.150, Combatives. Course objectives include:

- a. Identifying the universal hand-to-hand fight plan.
- b. Identifying the three phases of basic hand-to-hand fight strategy.
- c. Demonstrating how to close the distance.
- d. Demonstrating how to gain dominant position.
- e. Demonstrating how to neutralize an aggressor.
- f. Identifying inferior to superior positions in a confrontation.
- g. Demonstrating basic drills.
- h. Demonstrating a basic understanding of the ranges of combat.
- i. Instill Warrior Ethos

PREREQUISITE:

- a. All applicants must have passed a valid physical within one year.
- b. All applicants must have six (6) months service remaining upon completion of training.
- c. No temporary profiles or on any part of the recovery phase. Soldiers must complete all phases of the course.
- d. No tobacco products will be used during class hours to include breaks.
- e. Due to health concerns and physical rigors of the training, alcoholic beverages should not be consumed during the course. Especially within the 24 hour period after the "Achieve the Clinch" (ATC) drill.
- f. No major head, neck, back, knee and shoulder injuries and/or surgeries within the last six (6) months.

CLASS UNIFORM:

- a. Trainees must have three pair of clean ACUs for duration of course.
- b. No jewelry, belts and other miscellaneous objects will be on the person or in the pockets of the ACU's.
- c. Sterilized PT shoes (cleaned with bleach), or mat shoes (wrestling shoes) are the only authorized footwear for the course.
- d. Each trainee must have a mouth piece for drills on day four.

STUDENTS WILL BRING TO CLASS: Water

ADMINISTRATIVE INSTRUCTIONS:

In order to run effective Combatives classes it is imperative that the trainees and their chain of command understand that the Combatives training area is the student's place of duty.

- a. Students should not be expected to perform any additional duties or physical training with their regular chain of command during the course of the class.
- b. The prospective student and his/her chain of command should be made aware of the students required place of duty prior to the start of the course.
- c. Students are not required to do normal PT with their units during the duration of the course.
- d. Students will report to class with their fingernails trimmed (females included). Fingernails must be trimmed if the nail extends beyond the end of the finger.

POINT OF CONTACT: Military Schools Training Coordinator, 239-9038.

MODERN ARMY COMBATIVES LEVEL II

LOCATION: 1ST Infantry Division Combatives Training Facility, Bldg 77670

REPORTING: 0745 hours on the first day of class. Failure to report on time may constitute loss of space.

LENGTH: 80 Hours (10 days). 0900-1700 daily. Report as scheduled each day of class.

PURPOSE: This course serves to introduce intermediate techniques in Modern Army Combatives. The course provides a hands-on, effective approach to learning self-defense. This course increases physical endurance, coordination, as well as providing self-defense techniques. Ft. Riley specific regulations and practices are used IAW FM 3-25.150, Combatives. Course objectives include:

- a. Conducting a review of basic course ground fighting techniques.
- b. Explaining the history of martial arts.
- c. Describing martial arts of the world.
- d. Discussing sporting rules and their impact on techniques.
- e. Describing the history of Brazilian Jiu-Jitsu.
- f. Development of advanced positioning
- g. Demonstrating new techniques of compliance.
- h. Instill Warrior Ethos.

PREREQUISITE:

- g. Applicants must have successfully completed MAC Level I training.
- h. Applicants must have passed a valid physical within one (1) year.
- i. Applicants must have six (6) months service remaining upon completion of training.
- j. No temporary profiles. Soldiers must complete all phases of the course.
- k. No tobacco products will be used during class hours to include breaks.
- l. Due to health concerns and physical rigors of the training, alcoholic beverages should not be consumed during the course.
- m. Applicants must successfully pass a Level I proficiency assessment administered by instructional staff during in processing.

CLASS UNIFORM:

- a. Trainees must have three pair of clean ACUs for duration of course.
- b. No jewelry, belts, or other miscellaneous objects must be on the person or in the pockets of the ACUs.
- c. Sterilized PT shoes (cleaned with bleach), or mat shoes (wrestling shoes) are the only authorized footwear for the course.

STUDENTS WILL BRING TO CLASS: Water

ADMINISTRATIVE INSTRUCTIONS:

In order to run effective Combatives classes it is imperative that the trainees and their chain of command understand that the Combatives training area is the student's place of duty.

- a. Trainees should not be expected to perform any additional duties or physical training with their regular chain of command during the course of the class.
- e. The prospective student and his/her chain of command should be made aware of the trainees required place of duty prior to the start of the course.
- f. Trainees are not required to do normal PT with their units during the duration of the course.
- g. Trainees will report to class with their fingernails trimmed (females included).
Fingernails must be trimmed if the nail extends beyond the end of the finger.

POINT OF CONTACT: Military Schools Training Coordinator, 239-9038.

COMPANY COMMANDER AND FIRST SERGEANT PRE-COMMAND COURSE

1. **LOCATION**: Military Schools Facility, Building 8388.
2. **LENGTH**: 5 days. Students must report NLT 0850 hours the first day of class.
3. **PURPOSE**: To provide officers/enlisted personnel designated to assume command/assigned as 1SG useful information on staff functions and agencies at Fort Riley. Reference: FR Reg 350-1, ALARCT 255-2012.
4. **PREREQUISITES**: Pending assignment to a company level command or first sergeant position. Completion of Commander Risk management DL at <https://www.atrrs.army.mil/selfdevctr/catalog/courseInfo.aspx?FY=2012&SCH=772&CRS=J3ST-US336&PHASE=&CRSTITLE=COMMANDER+SAFETY+COURSE>
5. **POINT OF CONTACT**: Mr. Hammond, (785) 239-5500 or DSN 856-5500.
6. **ADDITIONAL INFORMATION**: FR Reg 350-1, Dtd 22 October 2007, Para 3-3 Leader Development, requires all designated Company Commanders and newly assigned First Sergeants to attend this course prior to assuming command/position. Max capacity is 35. The G3 is the proponent for this course. Any and all requested changes must be approved by the G3. A separate course has been established for those assuming duties as Rear Detachment Commanders and First Sergeants. ALARCT 255-2012 requires all incoming Company Commanders and First Sergeants to complete the course prior to assuming command or responsibility.

FY 14 Schedule

28 Oct – 1 Nov 2013

2-6 Dec 2013

3-7 Feb 2014

3-7 Mar 2014

5-9 May 2014

2-6 Jun 2014

21-25 Jul 2014

15-19 Sep 2014

AMMO-62-OS

TECHNICAL TRANSPORTATION OF HAZARDOUS MATERIALS

1. **LOCATION:** Bldg 8388, Armistead Street, Ft. Riley, KS.
2. **LENGTH:** Course duration is two weeks - 80 hours. Students must report NLT 0845 the first day of class for in-processing. The instructor will inform students of class schedule on subsequent days. This course is academically challenging and requires homework. Units should treat these students as if they were TDY. **No Unit duties or appointments during these two weeks.** According to DOD 4500.9R, Chapter 204, para D (1)(b); “Persons who certify HAZMAT on shipping papers..., must successfully complete an initial 80-hour HAZMAT certification course...” Missing any time of class, the student will be dropped and will need to be rescheduled for the next available class. NO personal appointments allowed during class dates.
3. **PURPOSE:** To train and certify/recertify Unit personnel in the proper techniques of Packaging, Labeling and Shipping of Hazardous Material. This is not a driver’s course for hauling AMMO. Ft. Riley requires each unit to have a minimum of four trained in each HHC/HHB and two trained in each line company/battery/troop level (inspected by the IG) Non-deployable type units are not required. Certification is good for two years IAW Chap 204, para D.2, DOD Reg 45009R.
4. **COURSE DESCRIPTION:** AMMO 62 is designed for personnel who perform duties as certifying officials for transportation of hazardous materials. In addition, this course will also cover the requirements for certification of hazardous material shipments by International Vessel, International Commercial Air, and Military Air. This course will provide detailed technical information pertaining to all modes of transportation of hazardous materials and satisfies the mandatory training as required by DOD 4500.9R. Course emphasizes hazard communications to include shipping papers, marking, labeling, and placards; packaging requirements, compatibility on transport vehicles, security requirements, and emergency response information.
5. **PREREQUISITES:** Soldiers should have at least one year remaining within the Unit and/or on Fort Riley and be appointed as the Unit’s certifier. Unit’s certifier will be an E6 or above; Unit’s alternate certifier can be an E5.
6. **ADMINISTRATIVE INSTRUCTIONS:** No Later Than 30 days prior to class start date, submit a FR Form 28 signed by the proper Approving Officials within the Chain of Command to Military Schools; usarmy.riley.1-id.mbx.military-schools-and-troop-schools@mail.mil
7. **POC:** Mrs. Wendy von Seggern, 239-9038.
8. **FY14 SCHEDULE:** Class max. - 34, min. - 20.

21 Oct – 1 Nov 13	2-13 Dec 13	6-17 Jan 14	3-14 Feb 14	3-14 Mar 14
7-18 Apr 14	5-16 May 14	2-13 Jun 14	14-25 Jul 14	18-29 Aug 14

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST (FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT DCSOPS&T, TASSD)		
Please print or type.		
1. NAME:		2. LAST FOUR:
3. UNIT:		4. DOR:
5. COURSE TITLE:		6. REPORT DATE:
First line leader's initials.	Soldier's initials	PART I – UNIT PRE-EXECUTION(D-90 TO D-1)
Coordination between customer unit and TASS unit to identify the Soldier by name?		
Soldier in receipt of school/course information?		
Read ahead packets/prerequisite testing complete? (if applicable)		
All required clothing/equipment IAW school/course information packet?		
Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required)		
Soldier meets standards of AR 600-9?		
Transportation requirements completed?		
Adequate cash/traveler checks/Government Credit Card?		
Individual orders received?		
Individual has current periodic physical (within 5 years)?		
Individual meets remaining TIS requirements?		
School mailing address/telephone numbers received? (For family)		
Ten (10) copies of orders?		
Transportation verified/approved (ticket picked up)?		
ID tags (1 pair)?		
If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?		
Notify Soldier of requirement to take APFT and be weighed as required?		
Unit POC List: CDR: B: () H: () 1SG: B: () H: () FTM: B: () H: () Unit POC FAX:: () Unit POC E-mail:		

PART II – ROUTINE PREREQUISITES												
TASK	REGULATION DATA										SOLDIER DATA	
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM	CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT	OF	EL	SC	ST	GT		
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES) *See Part III for P/T profiles	P	U	L	H	E	S	P	U	L	H	E	S
	Prerequisite phase/course attendance (if applicable)	School Code Date of completion									Course completed Phase completed	
Military and civilian vehicle operator license(s) (if applicable) Military license number: Expiration date: Civilian license number: Expiration date:												
PART III – REQUIRED DOCUMENTS												
Security clearance (if applicable, attach as required)												
*Permanent profile attendees (if applicable): AC &AGR must have a copy of MRB (P3, P4) results with a completed DA Form 3349 (must include an Army doctor-approved alternate aerobic event for the APFT). TPU/Traditional Guardsmen must have a copy of a completed DA Form 3349 (must include an Army doctor-approved alternate aerobic event for the APFT).												
All required waivers (if applicable)												
Other requirements (if applicable)												
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:												
Is Soldier a previous Hot Weather Injury (HWI)? Y/N When? Profile?												
Is Soldier a previous Cold Weather Injury (CWI)? Y/N When? Profile?												
Other requirements (if applicable)												
Other requirements (if applicable)												
Other requirements (if applicable)												
I have been counseled and have read all requirements applicable to the course I am selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.												
Students Signature: Date:												
I have reviewed the above Soldier's qualifications and potential to successfully complete this course, counseled the Soldier on these requirements, and hereby verify the readiness of the Soldier to attend.												
Commanding Officer (typed name) Date:												
Signature:												

WARRIOR LEADER COURSE (WLC)

1. **LOCATION:** Camp Ashland, Nebraska

2. **LENGTH:** 22 days

3. **PREREQUISITE:** Soldiers attending WLC must fall into the following priorities-

a. Priority One: Staff Sergeants promoted without WLC.

b. Priority Two: Sergeants that are non-WLC graduates. The SGTs may or may not have a WLC waiver.

c. Priority Three: SPC/CPL promotable. Use the following priority list:

(1) SPC/CPL (P) who meets the cut off score.SPC/CPL (P) in MOSs which would have had additional promotions if more promotable SPC/CPLs had been available and identified as "Star MOS" by monthly HRC Promotion Cut-Off Memorandums.

(2) SPC/CPL (P) in other MOSs serving in an authorized NCO position based on the highest number of promotion points.

(3) All other SPC/CPL (P) on a recommended list based on the highest number of promotion points.

d. Priority Four: SPC/CPL in leadership positions. In order to fill all WLC training seats, non-promotable SPCs with demonstrated leadership potential may attend WLC only after exhausting all other higher order of merit list (OML) categories.

* Meet height and weight standards of AR 600-9.

* Eligible for reenlistment and have a recommendation from their immediate commander.

* Soldiers approaching transition from the active rolls may attend WLC up to their ETS date. This action will reduce the training requirement if the Soldier continues his/her military commitment in the ARNG or USAR.

* Have no conviction of a misdemeanor crime of domestic violence (Lautenberg Amendment).

* Have no Suspension of Favorable Personnel Action (Flags) pending.

* Arrive fully capable of performing supporting individual tasks and tasks required in the next lower level course, e.g., basic training, SMCT.

* If age 30 or over, have completed a periodic physical exam within the last 5 years. Without proper documentation, Students will be denied enrollment.

* Effective 1 October 2007 the automated PEC took effect; please have in your possession.

4. **COURSE SCOPE:** The Warrior Leader Course (WLC) is branch immaterial. The conduct of the course takes place in an NCO Academy live-in environment IAW the small group instruction (SGI) process. It consists of minimal classroom dynamics and practical application with an intense field training environment that involves hands-on, performance-oriented training. The course graduates leave equipped

with standards-based, performance-oriented, battle-focused training that supports squad level operations. It provides the Army with a leader who can visualize, describe, and execute squad level operations in varied operational environments. It is a leader course that produces a predictive, adaptive, and innovative combat leader capable of leading Soldiers in any situation. The instructional design and methods of delivery consists of face-to-face instruction, learner-centered outcomes, based on today's contemporary operational environment (COE), and used to reinforce all small unit tactics, techniques, and procedures (TTPs). The course incorporates recent lessons learned, the 9 battle drills, 39 warrior tasks with the inclusion of weapons immersion, and a 96-hour situational training exercise (STX). The STX centers on competency, battle focused combat scenarios, and troop-leading procedures. Evaluation centers on their ability to demonstrate troop-leading procedures in current threat-based scenarios that will enhance their 360-degree assessment.

5. SPECIAL INFORMATION: This course supports the 22 training day POI for AC. The course will be training using a five-day week, using a course length of 4 weeks, 2 days.

Soldiers, whose reservations were made after 1 October 2007, are only required to report with documentary evidence of physical profile and SSD1 completion certificate.

Soldiers may enroll with a temporary Profile (i.e. shaving and other non-performance related issues). The Profile MUST NOT prevent them from meeting all physical tasks and the physical graduation requirements such as taking and passing the APFT and carrying load bearing equipment during the FTX.

*Temporary Profile Exceptions: Soldiers will train within the limits of their profiles. If a Soldier on a Temporary profile cannot complete ALL the events of the APFT or meet all the physical requirements, they will NOT be allowed to enroll in WLC. If a student receives a temporary profile during the course and can complete the course requirements with the temporary profile, the student can graduate and receive a DA Form 1059 indicating course standards were met. This determination resides with the Commandant. *Permanent Profiles: Soldiers possessing permanent profiles 3 or 4 must provide a copy of the DA Form 3349, with signatures from the profiling officer, and the approving authority (a physician). Commanders do not need to sign unless they disagree with the profile findings. P2 profiles require an only doctor's signature. Soldiers possessing permanent profile designators of "3" or "4" who have been before an MMRB, awarded medical limitations, and allowed to retain their occupational classification will be permitted to attend various courses and train within the limitations of their profile. *Pregnant soldiers: - Prior to the course may not attend WLC until medically cleared. - Diagnosed as pregnant while attending WLC may continue, but they must provide written documents from doctor that states they can participate in all course physical requirements. Soldiers medically dismissed for pregnancy after enrollment are eligible to return to the course when medically cleared.

Wounded Warrior: Commandants will not deny enrollment or disenrollment of Soldiers based on physical profiles resulting from MMEB or MEB rulings. These soldiers can attend PME and MOS courses. These are soldiers who previously were unable to meet course requirements as a result of physical limitations that have been formally acknowledged by either the wounded warriors program and/or a permanent profile as a result of a MOS/medical retention board or medical evaluation board, and that are properly documented using the military physical profile for physical condition/stamina, upper extremities, lower extremities, hearing/ear, eyes, and psychiatric (PULHES) code. Commandants are authorized to adjust or waive graduation requirements to these soldiers for enrollment and attendance at professional military education courses (PME) and military occupational specialty (MOS) courses due to reclassification. NCOA will deny enrollment to Soldiers failing to meet any one of the above prerequisites. Commandants may not supplement these mandatory enrollment requirements.

(REF: AR 40-501, Chap 8; AR 350-1, Chap 3; and TRADOC Reg 350-10, Chap 2, Para 2-6(d); HRC Profile Policy for NCOES, 19 January 2007; and

<https://www.hrc.army.mil/site/protect/Active/epncoes/ncopoc.htm>, SECARMY Memorandum Subject:

Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education, dated 17 September, 2012), and medical evaluation boarded soldiers approved for continued service and related professional military education and military occupational specialty training, reference, AR 350-1, Para 3-9d; AR 600-60, Para 4-17; AR 40-400, Para 5-3b thru 5-3d.DTG XX0800 MAR 09)

6. **POINT OF CONTACT:** NCOES Manager, COMM: (785) 239-5157/240-6336, DSN 856-5157

7. **FY14 SCHEDULE:**

Class	Report Date	Start Date	End Date	Curr Quota
001	2013-10-02	2013-10-03	2013-10-24	83
002	2013-10-30	2013-10-31	2013-11-21	84
003	2013-12-01	2013-12-02	2013-12-23	83
004	2014-01-08	2014-01-09	2014-01-30	91
005	2014-02-05	2014-02-06	2014-02-27	90
006	2014-03-05	2014-03-06	2014-03-27	91
007	2014-04-02	2014-04-03	2014-04-24	91
008	2014-04-30	2014-05-01	2014-05-22	90
009	2014-06-04	2014-06-05	2014-06-26	91
010	2014-07-16	2014-07-17	2014-08-07	91
012	2014-08-11	2014-08-12	2014-08-29	90
011	2014-09-03	2014-09-04	2014-09-25	91
013	2014-09-08	2014-09-09	2014-09-26	87
Total:				1153

BATTLESTAFF COURSE (250-ASI2S (DL) (VTT)

1. **LOCATION:** Bldg 8388, Military Schools, Fort Riley, KS.
2. **LENGTH:** Four weeks and four days
3. **PURPOSE:** To prepare the NCO, in the rank of SGT thru SGM, to perform operationally on the battlefield
4. **PREREQUISITES:** ENLISTED E5- E9
 - a. Soldiers must have a Memorandum for Record from the first O-5 in the Soldier's chain of command stating that the Soldier is in an authorized ASI 2S position or on orders to an assignment requiring an ASI 2S qualification in their possession when reporting. Soldiers who are in a valid 2S position may submit a Unit Manning Report (UMR) that shows that they are in a valid 2S position in place of this memorandum
 - b. Commanders O-5 and above may request training for Soldiers in the grade of E5 or Soldiers not slotted in ASI 2S coded positions on a space available basis as an exception to policy. These exceptions to policy must be submitted to the training academy 14 days prior to the report date. Soldiers who show up to the BSNCOB without submitting this request for exception to policy 14 days prior will be returned to their Unit as a prerequisite failure.
 - c. Soldiers must pass an APFT (standard or approved alternate) and have a valid DA Form 705 in their possession when reporting
 - d. Soldiers must meet the height/weight/body fat composition standards IAW AR 600-9
 - e. Soldiers with temporary profiles, per AR 40-501, that would prevent full participation in the course, will be removed from school attendance consideration by their immediate commanders until the temporary profile is removed
5. **CONTACT:** Ed McKendry Individual Training Coordinator, (785) 239-1290, DSN 856-1290 or email edward.m.mckendry.civ@mail.mil
6. **FY 14 COURSE SCHEDULE:**

CLASS #	REPORT DATE	START DATE	END DATE	SEATS
E04	15-NOV- 2013	15-NOV-2013	17-DEC-2013	14
E11	01-APR-2014	01-APR-2014	30-APR-2014	12
D17	15-JUL-2014	15-JUL-2014	13-AUG-2014	12
F19	25-AUG 2014	25-AUG-2014	24-SEP-2014	12

NOTE: Additional Non-VTT class dates are available. Please contact Military Schools for assistance.

7. **COURSE SCOPE:** The Battle Staff NCO Course (BSNCOB) is a single phase, functional course used to prepare Staff Sergeants through Sergeants Major for duty as NCOs in battalion and brigade level staff positions.
It utilizes the small group instruction (SGI) methodology and focuses on planning future operations and managing current operations of a battalion and brigade level command post. Subject areas include: Mission Command, Staff Operations, Brigade Combat Team, Staff Journals, Stability Operations, Urban Operations, OPSEC, Military Briefings, Command Post of the Future, Contemporary Operational Environment, Graphics and Overlays, Military Decision Making Process, Plans, Orders and Attachments, Intelligence Preparation of the Battlefield and

Sustainment and Support Operations. Additionally, students will complete a Staff Exercise as a culminating event prior to graduation. Upon departure students will receive an Academic Evaluation Report (AER).

8. **HOW TO APPLY:**

(VTT) FR 28 School Application will be submitted through the BDE Schools NCO to the Military Training Division, copy of the UMR with soldier's assigned or future position and statement from the first LTC in chain command with applicants name, rank, SSN, PMOS, date of assignment to position, paragraph and line number, and stabilization statement.

ASIST/GATEKEEPER COURSE

1. **LOCATION:** Bldg 7424, 3rd floor, Apennines Drive, Ft. Riley, KS.
2. **LENGTH:** 2 Days, 0900-1700
3. **PURPOSE:** To provide training on Suicide Awareness within the units. CG Requirements/Guide line, 5% certified Gatekeepers of a platoon/company size formation. 10% certified Gatekeepers in the barracks by floor/gender. 5% certified Gatekeepers in rear detachment. 100% certified Gatekeepers in the Wounded Warrior Transition Battalion. All senior leadership, Brigade Commander and down trained in ASIST. Reference: Suicide Prevention SOP and CG Policy Letter #31.
4. **ADDITIONAL INFORMATION:** Students must attend both days of training to receive credit and have no appointments scheduled during these two days of instruction. Students will need to report on the first day at 0845 for in-processing and need to be dressed in civilian clothes for both days and leave the cell phone in the car or on vibrate.
5. **ADMINISTRATIVE REQUIREMENTS:** No Later Than 30 days prior to class start date, submit a FR Form 28 signed by the proper Approving Officials within the Chain of Command to:
usarmy.riley.1-id.mbx.military-schools-and-troop-school@mail.mil
6. **POINT OF CONTACT:** Mrs. Wendy von Seggern, 239-9038.
7. **FY 14 COURSE SCHEDULE:** Class max. - 30

9-10 Oct 13	8-9 Jan 14	3-4 Apr 14	15-16 Jul 14
23-24 Oct 13	21-22 Jan 14	22-23 Apr 14	22-23 Jul 14
6-7 Nov 13	11-12 Feb 14	6-7 May 14	7-8 Aug 14
18-19 Nov 13	25-26 Feb 14	15-16 May 14	21-22 Aug 14
3-4 Dec 13	4-5 Mar 14	3-4 Jun 14	3-4 Sep 14
10-11 Dec 13	25-26 Mar 14	24-25 Jun 14	18-19 Sep 14

8. **ADDITIONAL CLASSES:** If any additional classes are needed besides those listed, arrangements can be made by contacting the POC.

FOOD SERVICES REFRESHER COURSE

1. **LOCATION:** Bldg. 251, Camron Ave, Ft. Riley, KS.
2. **LENGTH:** 10 Days, 0900-1700, M-F, 80 hours of training
3. **PURPOSE:** To re-train re-deploying and in-coming food service personnel on basic and advanced cooking skills; food preparation techniques using train-the-trainer concepts; and renewal of ServSafe certification requirements.
4. **ADDITIONAL INFORMATION:** This course uses power point lectures and hands-on instructions to refresh food service specialist on their knowledge of the fundamentals in cooking and re-introduce them to the tangible cooking knowledge and skill sets forgotten/lost during a lengthy deployment. This will include the basic to advanced cooking techniques and food preparation skills required for high quality food preparation and presentation; special menu planning; buffet set up and display; food service calculation ratio; food purchasing; meal service; detailed meal evaluation, and compliance with ServSafe certification standards. Students will be exempt from all duties which might interfere with course participation. Duty uniform is the Class C, Food Service Uniform and respective headgear and footwear. For those soldiers not stationed on Ft. Riley, contact lodging at 785-239-2830 and for transportation, consider a rental car or other modes of transportation to get from lodging to training at Bldg. 251. Additionally, public transportation is not available from the airport to Post.
5. **ADMINISTRATIVE REQUIREMENTS:** No Later Than two weeks prior to class start date, submit FR Form 28 with the proper Chain of Command Approving Officials signatures to: rile.dptmsmsts@conus.army.mil
6. **POINT OF CONTACT:** CW4 Lashbrook, Shawn or SGM Clark, Robert, G-4 Food Service Advisors, Bldg. 580, Rm. 212, 240-0645. E-mail; shawn.j.lashbrook.mil@mail.mil / Robert.l.clark50.mil@mail.mil
7. **FY 14 COURSE SCHEDULE:** TBD Class max. – 20

CLASS NUMBER	START DATE	END DATE
13-001	14 OCT 2013	25 OCT 2013
13-002	14 APR 2014	25 APR 2014
13-003	6 MAY 2014	17 MAY 2014
13-004	14 JUL 2014	25 JUL 2014
13-005	11 AUG 2014	222 AUG 2014

MAINTENANCE MANAGER COURSE

1. **LOCATION:** Military Schools Facility, Building 8388
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space
3. **LENGTH:** 80 HOURS (10 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** To familiarize all level of Maintenance Supervisors in the basic knowledge and skills for Motor Pool Operations and management. The course includes training in duties, responsibilities and procedures to conduct and manage a maintenance program, use of the automated Standard Army Maintenance System-Enhanced (SAMS-E) program, shop operations, tool room procedures, supply and safety procedures and exchange pricing.
5. **PREREQUISITES:** Personnel selected to attend this course will be SGT (E5) above Maintenance Team Chief/Motor Sergeant and above. They must have various levels of responsibilities for their maintenance organizations mission. They must also be familiar with the SAMS-E tools provided to help accomplish the mission. Personnel included in this category are: Battalion Executive Officers, Company Executive Officers, Maintenance Control Officer, Maintenance Control Supervisor, Maintenance Team Chiefs and/or Motor Sergeants.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or no more than 20 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military schools Training Coordinator at: 239-1290.

TC-AIMS II
UNIT MOVEMENT

1. **LOCATION:** Military Schools Facility, Building 77692
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space
3. **LENGTH:** 80 HOURS (10 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. Training is designed to instruct the Unit Move Clerk/Officer (UMO) in those particular procedures and functionalities assigned to the UMO profile in TC-AIMS II with stress on data completion, maintaining and updating the Organizational Equipment List (OEL) and creating the Unit Deployment List (UDL).
5. **PREREQUISITES:** Personnel selected to attend this course will be
 - a. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or no more than 10 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military schools Training Coordinator at: 239-9038

TC-AIMS II

SYSTEM ADMINISTRATOR/DATABASE ADMINISTRATOR

1. **LOCATION:** Military Schools Facility, Building 77692
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space
3. **LENGTH:** 45 HOURS (6 Days). 0900-1630 Mon-Fri.
4. **PURPOSE:** This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. The scope of this course includes a system overview, instructional use on system processes associated with system administration procedures
5. **PREREQUISITES:** Personnel selected to attend this course will be
 - a. Grades E1-E7 and/or O1-O3.
 - c. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or no more than 10 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military schools Training Coordinator at: 239-9038

NOTE: UNIT REQUESTED ONLY

TC-AIMS II

THEATER OPERATIONS HIGHWAY REGULATIONS AND CONVOY PLANNING

1. **LOCATION:** Military Schools Facility, Building 77692
2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space
3. **LENGTH:** 45 HOURS (6 Days). 0900-1630 Mon-Fri. No classes will be held on Federal holidays.
4. **PURPOSE:** This course provides personnel with the knowledge and skills to perform the procedures and functionalities necessary to operate the TC-AIMS II software and hardware. The course covers actions that would be taken to support RSO&I activities in a theater operations setting. Specifically, the course includes a system overview and instruction on the system's capabilities in managing Movement Control procedures, Mode Management procedures, and Highway Regulation and Convoy Planning procedures.
5. **PREREQUISITES:** Personnel selected to attend this course will be
 - a. Minimum of 6 months remaining on active duty upon completion of course.
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 8 or no more than 10 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
7. **POINT OF CONTACT:** Military schools Training Coordinator at: 239-9038

NOTE: UNIT REQUESTED ONLY

ACADEMIC PROGRAMS

SECTION III

COLLEGE PROGRAMS

1. PURPOSE: To provide soldiers, retirees, and family members with a variety of college courses for career enhancement and individual development. Courses are offered at the Certificate, Associate, Bachelor, and Graduate level.

2. RESPONSIBILITIES:

a. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

b. Soldiers must enroll in the GoArmyEd portal after meeting with an Army Education Counselor. Web page is: www.goarmyed.com. Soldiers must enroll in GoArmyEd, obtain password and user name, select college and degree plan.

c. Soldiers using tuition assistance must get Commander's approval annually, through a Statement of Understanding. It is submitted to an Army Education Counselor and uploaded into the soldier's e-file. prior to enrolling in course.

d. Training to navigate the portal is available at the web site and is recommended for all soldiers prior to requesting tuition assistance through the portal.

e. All enrollments, withdrawals, and collections are processed through the portal. Paper tuition assistance forms were discontinued 1 May 2006. Education Counselors will discuss GoArmyEd procedures during the in-processing session required of all Soldiers within 30 days of arrival to Fort Riley.

3. PREREQUISITES:

a. Counseling on degree and course selection by Army Education Counselor.

b. Approval by Company Commander.

4. Schedules for all on-post classes are posted on Fort Riley Education Services Homepage at: <http://www.riley.army.mil/UnitPage.aspx?unit=DHR.Educ&nav=Svcs-Ed1>

BASIC SKILLS EDUCATION PROGRAM (BSEP) and GT IMPROVEMENT

1. PURPOSE: Provide Soldiers with math, reading, and English instruction to improve their academic skills or to prepare for AFCT re-testing

2. RESPONSIBILITIES:

- a. Commanders and supervisors select soldiers with potential for advancement.
- b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. TABE test with scores indicating appropriate courses and length.
- c. Approval by Company Commander.

4. PROCEDURE FOR ENROLLMENT or WITHDRAWING FROM COURSES.

a. Effective 1 May 2009, all Students must have GoArmyEd accounts before enrolling for on-duty classes. Web page is: www.GoArmyEd.com. Soldiers must enroll in GoArmyEd, obtain password and user name. Obtain enrollment forms will be issued by an Army Education Counselor.

b. Enrollment starts 60 days prior to the start of the course.

c. All course drops / withdrawals must be completed through Army Education Counselor.

d. Schedules for all on-post classes are posted on Fort Riley Education Services Homepage at: <http://www.riley.army.mil/UnitPage.aspx?unit=DHR.Educ&nav=Svcs-Ed1>

5. UNIT CLASS.

- a. Obtain class request from Learning Center.
- b. Coordinate class dates with Unit Counselor and Academic Programs at 239-6481.
- c. Provide class roster with no more than 25 students and not less than 12 students.
- d. TABE test all soldiers on class roster and provide entry GT scores for GT Improvement classes
- e. Insure that soldiers enrolled in the class are available for the entire class.
- f. Soldiers who qualify for AFCT re-test will report to on Main Post Education Center for testing center on final day of class.

LEADER SKILLS ENHANCEMENT COURSES (LSEC)

1. PURPOSE: Provides soldiers with coursework to improve leadership skills. Lower level college credit is awarded for successful course completion. Over 40 courses are offered on a rotational basis during a six-week term. Classes are taught during duty hours and during the lunch hour. Most classes meet for 90 minutes per day. Soldiers have priority for enrollment; Family Members and DAC's may enroll as space is available. Books are issued but must be returned on the last day of class.

2. RESPONSIBILITIES:

- a. Commanders select soldiers with potential for advancement.
- b. Commanders and supervisors must ensure that all students selected to attend the course are available during the times enrolled.

3. PREREQUISITES:

- a. Counseling on course selection by Army Education Counselor.
- b. Effective 1 May 2009, Soldiers must enroll in the GoArmyEd portal in order to enroll in on-duty classes. Web page is: www.goarmyed.com. Soldiers must enroll in GoArmyEd, obtain password and user name. Obtain enrollment forms will be issued by an Army Education Counselor
- c. Approval by Company Commander.

4. PROCEDURE FOR COURSE ENROLLMENT and WITHDRAWAL

- a. Obtain enrollment form from Education Counselor and through the GoArmyEd portal. Return form or email form with Commander's signature
- b. Enrollment starts 60 days prior to the start of the course.
- c. To withdraw from a course, obtain course drop slip from instructor and return books to instructor. Take signed drop slip to Education Counselor to be dropped from the GoArmyEd portal.
- d. Schedules for all on-post classes are posted on Fort Riley Education Services Homepage at: <http://www.riley.army.mil/UnitPage.aspx?unit=DHR.Educ&nav=Svcs-Ed1>

WORKFORCE DEVELOPMENT OFFICE

SECTION IV

**CIVILIAN EDUCATION SYSTEM (CES)
FOUNDATION COURSE (FC)**

1. **LOCATION:** Available through Distributed Learning (DL) only. Per Garrison Policy Letter dated 14 March 2008, employees may complete approved CES training during duty hours. Guidelines set by the supervisor govern when and how long employees may use duty time to complete DL requirements of CES courses.

2. **TARGET AUDIENCE: FOUNDATION COURSE (FC) GS 01 - 15 (HIRE DATE AFTER 30 SEP 06):** All DA Civilian employees, military, and other DOD employees. Required for Interns, Team Leaders, Supervisors, and Managers employed after 30 September 2006. All IMCOM EMPLOYEES HIRED AFTER 30 September 2006 ARE REQUIRED TO COMPLETE THIS COURSE.

3. **LENGTH:** 57 Hours of distributed learning

4. **PURPOSE:** DA Civilian who understands and appreciates Army values and customs; serves professionally as a member of the Department of the Army; acquires foundation competencies for leader development

5. **COURSE DESCRIPTION:** Army structure, leadership doctrine, team building, group dynamics, effective communication, and career progression for DA Civilians

6. **ADMINISTRATIVE INSTRUCTIONS:** Register on-line at <https://www.atrrs.army.mil/channels/chrtas/>

7. **PREREQUISITES:** THE FC MUST BE COMPLETED BEFORE THE EMPLOYEE IS ELIGIBLE TO APPY FOR THEIR TARGET CES COURSE.

CIVILIAN EDUCATION SYSTEM (CES) BASIC COURSE (BC)

1. **LOCATION:** Two week resident course held at Fort Leavenworth. Distributed Learning (DL) portion must be taken prior to resident portion. Per Garrison Policy Letter dated 14 March 2008, employees may complete approved CES training during duty hours. Guidelines set by the supervisor govern when and how long employees may use duty time to complete DL requirements of CES courses.
2. **TARGET AUDIENCE:** Army civilians in permanent appointments, Military supervisors of civilians, Local Nationals and other DOD leaders, also Army Civilians who lead teams, hold supervisory or management positions; civilian program/project managers; Must complete course within one year of appointment to position. Courses are assigned by target grades. Basic Course Target Grades are GS 01-09.
3. **LENGTH:** 2 weeks resident, 40 hours of distributed Learning (dL)
4. **PURPOSE:** Produce DA Civilians who apply basic leadership skills to lead and care for small teams.
5. **COURSE DESCRIPTION:** Leading teams, development of team members, and support of team missions.
6. **ADMINISTRATIVE INSTRUCTIONS:** Register on-line at CHRTAS.
<https://www.atrrs.army.mil/channels/chrtas/>
7. **PREREQUISITES:** Foundation Course (if required), and Basic Course distance learning required in addition to: the pre-work for the Basic course includes Distributed Learning lessons; Leaders Philosophy Paper; Readings.
8. **COURSE CREDIT SUBSTITUTION:** Per ALARACT dated 27 April 12, participants will no longer need to apply for Equivalency credit. CHRTAS has the capability to auto-determine CES equivalency credit. The 10 Year rule no longer applies. Military and/or Civilian courses approved for credit, taken “at any time in the past” will be awarded. This credit will be granted automatically as long as it is in the participant’s ATRRS record (if Army). A new feature in CHRTAS will be in place to correct any errors
9. **CONSTRUCTIVE CREDIT:** For education/training received through work experience, can be received, but must be applied for through CHRTAS website. This is where credit is granted based on previous leadership experience and education. Evaluation is based on the “whole person concept”. Does not waive requirement to completed Foundations Course.

NOTE: IMCOM Command Policy States: Only the first COL/GS15 in the chain of command may approve dropping a CES course after employee receives confirmation to attend. No credit will be awarded for a course above one’s target grades. Important to avoid NO SHOWS.

**CIVILIAN EDUCATION SYSTEM (CES)
INTERMEDIATE COURSE (IC)**

1. **LOCATION:** Three week resident course held at Fort Leavenworth. Distributed Learning (DL) portion must be taken prior to resident portion. Per Garrison Policy Letter dated 14 March 2008, employees may complete approved CES training during duty hours. Guidelines set by the supervisor govern when and how long employees may use duty time to complete DL requirements of CES Courses.
2. **TARGET AUDIENCE:** - Army civilians in permanent appointments, Military supervisors of civilians, Local Nationals and other DOD employees. Target Grade will be GS 10-12 or comparable grade for NAF and wage grade employees.
3. **LENGTH:** 44 Hours of Distributed Learning and 3 weeks Resident Phase.
4. **PURPOSE:** Produce DA Civilians, skilled in leading; managing; implementing; directing and displaying flexibility, resilience, and focus on the mission.
5. **COURSE DESCRIPTION:** Leading people, managing systems.
6. **ADMINISTRATIVE INSTRUCTIONS:** Register on-line at CHRTAS.
<https://www.atrrs.army.mil/channels/chrtas/>
7. **PREREQUITES:** Intermediate DL and FC (if required)
8. **COURSE CREDIT SUBSTITUTION: COURSES:** Organizational Leadership for Executives (OLE), Captains Career Course (CCC), Warrant Officer Senior Course (WOSC), First Sergeant Course (FSC).
9. **EQUIVALENCY CREDIT:** Effective with 27 April 2012, ALARACT message, THE 10-YEAR RULE FOR EQUIVALENT COURSE CREDIT IS RESCINDED. Employees who have completed approved military or civilian leader development courses AT ANY TIME IN THE PAST WILL HAVE MET THE REQUIREMENT FOR THEIR TARGET CES COURSE. EQUIVALENT CREDIT REQUESTS PREVIOUSLY SUBMITTED AND SUBJECT TO THE 10-YEAR RULE WILL BE AUTOMATICALLY UPDATED IN CHRTAS TO REFLECT THE CHANGE TO POLICY. EQUIVALENT PME COURSES AND CIVILIAN LEADER DEVELOPMENT COURSES ARE LISTED ON THE CHRTAS MAIN MENU LINK "ABOUT CES COURSE CREDIT."

NOTE: IMCOM Command Policy States: Only the first COL/GS15 in the chain of command may approve dropping a CES course after employee receives confirmation to attend. No credit will be awarded for a course above one's target grades. Important to avoid NO SHOWS.

**CIVILIAN EDUCATION SYSTEM (CES)
ADVANCED COURSE (AC)**

1. **LOCATION:** Four week resident course held at Fort Leavenworth. Distributed Learning (DL) portion must be taken prior to resident portion. Per Garrison Policy Letter dated 14 March 2008, employees may complete approved CES training during duty hours. Guidelines set by the supervisor govern when and how long employees may use duty time to complete DL requirements of CES courses.
2. **TARGET AUDIENCE:** Army Civilian leaders in permanent supervisory or managerial positions; civilian program/project managers; military supervisors of civilians. Required by supervisors and managers within two years of appointment to position. Target audience is GS 13 - 15 or comparable grade for NAF and wage grade employees.
3. **LENGTH:** 63 hours of distributed Learning (dL), and 4 weeks Resident Phase.
4. **PURPOSE:** Produce DA Civilians, skilled in leading complex organizations; integrating Army and Joint systems; inspiring vision and managing programs.
5. **COURSE DESCRIPTION:** Leading people in a complex organization, inspiring vision and creativity operate with a focus on the mission.
6. **ADMINISTRATIVE INSTRUCTIONS:** Register on-line at CHRTAS.
<https://www.atrrs.army.mil/channels/chrtas/>
7. **PREREQUISITES:** FC (if required) and AC DL
8. **COURSE CREDIT SUBSTITUTION:** Army Management Staff College or Sustaining Base Leadership and Management (SBLM), Command and General Staff College/Intermediate Level Education (CGSC/ILE), Warrant Officer Senior Staff Course (WOSSC), Sergeant Majors Course (SMC).
9. **EQUIVALENCY CREDIT:** Effective with 27 April 2012, ALARACT message, THE 10-YEAR RULE FOR EQUIVALENT COURSE CREDIT IS RESCINDED. Employees who have completed approved military or civilian leader development courses AT ANY TIME IN THE PAST WILL HAVE MET THE REQUIREMENT FOR THEIR TARGET CES COURSE. EQUIVALENT CREDIT REQUESTS PREVIOUSLY SUBMITTED AND SUBJECT TO THE 10-YEAR RULE WILL BE AUTOMATICALLY UPDATED IN CHRTAS TO REFLECT THE CHANGE TO POLICY. EQUIVALENT PME COURSES AND CIVILIAN LEADER DEVELOPMENT COURSES ARE LISTED ON THE CHRTAS MAIN MENU LINK "ABOUT CES COURSE CREDIT."

NOTE: IMCOM Command Policy States: Only the first COL/GS15 in the chain of command may approve dropping a CES course after employee receives confirmation to attend. No credit will be awarded for a course above one's target grades. Important to avoid NO SHOWS.

**CIVILIAN EDUCATION SYSTEM (CES)
CONTINUING EDUCATION FOR SENIOR LEADERS (CESL)**

1. **TARGET AUDIENCE:** GS14 and 15 or equivalent and active duty military with the rank of LTC, COL, CW4, CW5, SGM, or CSM who have completed either the CES Advanced Course, Sustaining Base Leadership and Management Course, Command and General Staff College (CGSC)/Intermediate Level Education (ILE), Warrant Officer Senior Staff Course (WOSSC), or the Sergeant Majors Course (SMC) a minimum of 3 years prior to the CESL class report date.
2. **LENGTH:** 40 hours of pre-course material (reading and writing) and a 4.5 day classroom course at the Army Management Staff College (AMSC).
3. **PURPOSE:** This program is designed to provide a continuing education and sustainment program for senior civilian Army leaders and select senior military leaders. CESL will provide senior level Army civilians who have not completed a Senior Service College an opportunity to refine their skills and potential for the Department of Defense's future contemporary operating environment.
4. **COURSE DESCRIPTION:** This 4.5 day resident and 40 hour distributed learning (dL) course will bring senior civilian leaders together to discuss current and relevant issues facing the Army. Content will include interactive exercises and presentations on the following topics: 1) Challenge of transition within the Army -- current and future complex national security challenges 2) Dynamics of transition leadership to the senior level 3) Transformational improvement of process and teams 4) Strategic innovations: creating agile and resilient organizations 5) Knowledge management 6) Moral development 7) Building individual and organizational awareness of well being and cultural diversity.
5. **ADMINISTRATIVE INSTRUCTIONS:** Register on-line at CHRTAS.
<https://www.atrrs.army.mil/channels/chrtas/>
6. **PREREQUISITES:** 40 hour dL phase required prior to the 4.5 day resident phase
NOTE: IMCOM Command Policy States: Only the first COL/GS15 in the chain of command may approve dropping a CES course after employee receives confirmation to attend. No credit will be awarded for a course above one's target grades. Important to avoid NO SHOWS.

**EMPLOYEE DEVELOPMENT PROGRAM
LEVEL 1, II, and III**

1. The Employee Development Program is being revised for FY14. An updated program will begin in the January 14 timeframe.
2. **POC:** Kathy Bassett, Workforce Development Program Manager, Building 8388
Room 110 Fort Riley, KS 66442 785-239-2205

**CIVILIAN
PERSONNEL
ADVISORY
CENTER**

SECTION V

NEW EMPLOYEE ORIENTATION

1. **LOCATION:** Bldg 319 Marshall Avenue, Fort Riley CPAC
2. **TARGET AUDIENCE:** Mandatory for all new and returning civilian employees to Fort Riley.
3. **LENGTH:** 7.5 hours
4. **PURPOSE:** To familiarize new and returning civilian employees to Fort Riley.
5. **COURSE DESCRIPTION:** The course will cover the topics of Ft Riley's Garrison Command Brief, followed by Standards of Ethics, Environmental Management System, Employee Assistance Program, Operations Security, Anti-Terrorism Awareness, Computer Security and Email Access, American Federation of Government Employees, Occupational Safety, Equal Employment Opportunity, AF Payroll and AF Benefits briefings.
6. **ADMINISTRATIVE INSTRUCTIONS:** To enroll, coordinate through supervisor and Activity Training Coordinator. Supervisor and/or Activity Training Coordinator will contact the Civilian Personnel Advisory Center (CPAC).
7. **PREREQUISITES:** None.
8. **POC:** Shaun P. Hoofard ; Fort Riley CPAC, 239-6004

ARMY SUBSTANCE ABUSE PROGRAM

SECTION VI

**BATTALION PREVENTION LEADER (BPL) - UNIT PREVENTION LEADER (UPL)
TRAINING CERTIFICATION COURSE**

1. **LOCATION:** Building 7424 (ASAP Building), Corner of Apennines Drive & Estes Road
2. **LENGTH:** Monday - Friday 0900-1630. To reach certification soldiers must attend all 5 days of training.
3. **PURPOSE:** To train and certify qualified E-5 and above to assist Commander's in developing and implementing a Unit Substance Abuse Program.
4. **COURSE DESCRIPTION:** Serves to standardize procedures for chain-of custody collection and submission of urine specimens to the Forensic Toxicology Drug Testing Laboratory (FTDTL) for testing, provide prevention, training tools and resources for Battalion Commander's/ Battalion Prevention Leader (BPL) and Company Commanders and their UPL's, and provide BPL/UPL's with student notebooks to assist in their (BPL) and UPL Certification Training. (BPL and UPL's will also receive instruction on how to train soldiers in their units on Drug and Alcohol awareness and how to receive credit for their ASAP training. BPL's/UPL's will also be certified in alcohol testing.
5. **PREREQUISITES:** Battalion Prevention Leader (BPL must be an E-7 or above. Company level UPLs must be E-5 or above. Both BPL/UPL must be Certified by the Army Substance Abuse Program Staff.
6. **ADMINISTRATIVE INSTRUCTIONS:** For certification/re-certification packets please call 239-4151. The number of students will not be more than 16. Registration is recommended to take place at a minimum two weeks prior. There will be five standbys for each class. Students must have all documentation completed for standby status. Certification is good for 18 months.
7. **POINT OF CONTACT:** Eric Fleuter, 239-4151.
8. **FY14 COURSE SCHEDULE:** TBA

DRUG/ALCOHOL PREVENTION EDUCATION FOR DA CIVILIANS

1. **LOCATION:** 7424 Apennines Drive, Fort Riley, KS
2. **TARGET AUDIENCE:** Mandatory annual requirement for all Department of Army Civilian employees.
3. **LENGTH:** 2 Hours
4. **PURPOSE:** Prevention awareness.
5. **COURSE DESCRIPTION:** Course will cover alcohol, drugs and other self-destructive behaviors.
6. **ADMINISTRATIVE INSTRUCTIONS:** 48 Seats Available. Class dates and enrollment links are available through Activity Training Coordinators.
7. **PREREQUISITES:** None
8. **POC:** 239-5075
9. **FY14 SCHEDULE:** TBA

*Organizations may schedule this training at their location for 10 or more personnel by contacting the POC.

DRUG/ALCOHOL PREVENTION EDUCATION FOR CIVILIAN SUPERVISORS

1. **LOCATION:** 7424 Apennines Drive, Fort Riley, KS
2. **TARGET AUDIENCE:** Required upon appointment to a supervisory position. After completion of the initial training, supervisors must attend the Drug/Alcohol Prevention Education for DA Civilian Employees on an annual basis.
3. **LENGTH:** 2 Hours
4. **PURPOSE:** Prevention awareness.
5. **COURSE DESCRIPTION:** Course will cover identification and referral of substance abuse.
6. **ADMINISTRATIVE INSTRUCTIONS:** 25 Seats Available. Class dates and enrollment links are available through Activity Training Coordinators.
7. **PREREQUISITES:** None
8. **POC:** 239-5075
9. **FY14 SCHEDULE:** TBA

ANNUAL SUICIDE AWARENESS FOR DA CIVILIANS

1. **LOCATION:** 7424 Apennines Drive, Fort Riley, KS
2. **TARGET AUDIENCE:** Mandatory annual requirement for all Department of Army Civilian employees.
3. **LENGTH:** 1 Hour
4. **PURPOSE:** To meet requirements of AR 600-63, Army Health Promotion.
5. **COURSE DESCRIPTION:** The key training objective is awareness training (risk factors and warning signs).
6. **ADMINISTRATIVE INSTRUCTIONS:** 48 Seats Available. Class dates and enrollment links are available through Activity Training Coordinators. Army Civilian employees are to receive yearly suicide training. Army Civilian employees may be excused from the Army Suicide Awareness Training if they believe the training is offensive or may be emotionally or psychologically stressful to them. Managers and supervisors who excuse DA Civilians from the scheduled training will offer those employees alternatives to the training, such as written materials on suicide prevention. Commanders and supervisors are reminded to meet all applicable labor relations obligations in implementing the Suicide Awareness Training.
7. **PREREQUISITES:** None
8. **POC:** David Easterling, 239-1012
9. **FY14 SCHEDULE:** TBA

DRUG IDENTIFICATION ROOM/TRAINING

1. **LOCATION:** 7424 Apennines Drive, Room 106, Fort Riley, KS
2. **TARGET AUDIENCE:** SSG (E-6) and above
3. **LENGTH:** 2.5 Hours, 0900-1130 (May go longer pending questions, comments and feedback).
4. **PURPOSE:** The main focus is on ensuring leaders can identify latest drugs and drug paraphernalia in a barracks room setting.
5. **COURSE DESCRIPTION:** 2.5 Hour block of instruction, including a hands-on portion. The training is designed to ensure leaders stay abreast of current drug trends and identifiers of drug use.
6. **ADMINISTRATIVE INSTRUCTIONS:** Sign up for this class will be completed by the Army Substance Abuse Program; no FR Form 28 is required. Class participants may contact the Substance Abuse Prevention Branch at one of the following phone numbers to sign up:

239-5075 / 240-6267 / 240-6266 / 240-3200 / 239-1928
7. **PREREQUISITES:** None
8. **POC:** Chris Bowman, 240-6267
9. **FY14 SCHEDULE:** Every Thursday morning at 0900 with the exception of holidays.

G4/DOL

SECTION VII

AIR LOAD PLANNERS COURSE (ALPS)

1. **LOCATION:** Bldg 8388 Military Schools Facility, Ft Riley, KS
2. **LENGTH:** Course duration is ten days. Phase I – the first two days will cover Equipment Preparation; Phase II – the next seven days will cover computerized Aircraft load planning. Students must report NLT 0845 on the first day of class for in-processing. Units should treat these soldiers as if they were TDY; **NO Unit duties or appointments during class time.**
3. **PURPOSE:** To train Unit movement personnel to plan and execute joint airlift operations. FORSCOM Reg 55-1 requires each Unit, down to company/troop/battery level, to have at least one person certified in airlift planning. Deploying Units are responsible for preparing their own aircraft load plans. Certification is good for two years.
4. **PREREQUISITES:** Soldiers should have over one year retainability after completion of course and be an E5 and above. Soldiers selected for the course need to have access to Ft. Riley internet domain with their CAC to access the ICODES Training website.
5. **ADMINISTRATIVE REQUIREMENTS:** Units will be allocated slots for each course 4 weeks prior to the start date by the G3. No Later Than 14 days prior to class start date, Brigade will submit a FR Form 28 signed by the proper Approving Officials within the Chain of Command to Military Schools; usarmy.riley.1-id.mbx.military-schools-and-troop-schools@mail.mil If seats are not filled by the Brigade at the 14 day mark, they will be offered to the other Brigades as directed by G3. One hour after the class has started; the G3 and each Brigade will be **notified via phone and e-mail** of personnel missing from the course.
6. **POINT OF CONTACT:** Mr. Randy Brooks, 240-4101 or Wendy von Seggern, 239-9038
7. **FY14 SCHEDULE:** Class max. – 24, min. - 10

11-22 Nov 13
3-14 Mar 14
21 Jul-1 Aug 14

UNIT MOVEMENT OFFICER

1. **LOCATION:** Bldg 1986 Camp Funston, Ft Riley, KS
2. **LENGTH:** Course duration will be eight days – 40 hours from 0900-1700. Students will report on Monday NLT 0845 the first day of class for in-processing. Units should treat these soldiers as if they were TDY; **NO Unit duties or appointments during class time.**
3. **PURPOSE:** To train UMOs/NCOs on Unit responsibilities for planning, preparing for, and executing deployments. This course is required (FORSCOM Reg 55-1) for all movement officers and NCOs down to company/troop/battery level. Certification does not expire; this is a one-time good deal course. **This is NOT the TC-AIMs Unit Movement Officer**
4. **PREREQUISITES:** Soldiers should have at least one year remaining within the Unit and/or on Fort Riley and be appointed as the Unit's UMO. Unit's UMO will have a SECRET clearance and be an E6 or above; Unit's alternate UMO can be an E5.
5. **ADMINISTRATIVE INSTRUCTIONS:** No Later Than 30 days prior to class start date, Brigade will submit a FR Form 28 signed by the proper Approving Officials within the Chain of Command to Military Schools; usarmy.riley.1-id.mbx.military-schools-and-troop-schools@mail.mil If seats are not filled by the Brigade or Group at the 30 day mark, they will be offered to the other Brigades or Groups on a first come first served basis. One hour after the class has started; each Brigade or Group will be **notified via phone and e-mail** of personnel missing from the course.
6. **POINT OF CONTACT:** Mr. Randy Brooks, 240-4101 or Wendy von Seggern, 239-9038
7. **FY14 SCHEDULE:** Class max. – 25, opt. - 20, min. - 15

18-22 Nov 13
27-31 Jan 14
24-28 Mar 14
19-23 May 14
21-25 Jul 14
22-26 Sep 14

UNIT LOAD TEAM TRAINING

1. **LOCATION:** Bldg. 1502, Camp Funston, Ft Riley, KS.
2. **LENGTH:** Course duration is 2 days, 6 - 8 hours each day.
3. **PURPOSE:** To provide training on proper rail loading procedures for CONUS rail operations to Unit Load Teams. This course will teach the basics of tying down vehicles on the rail and other dos and don'ts. Day 1 consists of learning rail load procedures and Day 2 consists of learning 463L Pallet build procedures.
4. **PREREQUISITES:** Soldiers attending should be members of the Unit rail load team, the supervising NCOs, TC's, and drivers or assistant drivers who would be responsible for uploading Unit equipment.
5. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. No Later Than 30 days prior to class start date, submit a FR Form 28 signed by the proper Approving Officials within the Chain of Command to Military Schools; usarmy.riley.1-id.mbx.military-schools-and-troop-schools@mail.mil
 - b. Units should treat these soldiers as if they were TDY; no Unit duties or appointments during training time.
 - c. Uniform will be; ACU's, Kevlar, canteen, reflective belt, and gloves.
 - d. Equipment that would be deployed will be supplied by the G3 DTO Tasking. Units tasked for vehicles used in the hands on tie down part of the class will ensure the vehicles or authorized alternates are ready and in place at Bldg 1502 IAW tasking.
 - e. On Day 2, for the aircraft load procedures, each soldier will need to bring 2 packed duffle bags & 1 packed ruck sack.
6. **POINT OF CONTACT:** Mr. Randy Brooks, 240-4101 or Wendy von Seggern, 239-9038
7. **FY14 SCHEDULE:** Class max. – 50, opt. - 30, min. – 20

8-9 Oct 13
12-13 Nov 13
10-11 Dec 13
14-15 Jan 14
11-12 Feb 14
11-12 Mar 14
8-9 Apr 14
13-14 May 14
10-11 Jun 14
8-9 Jul 14
12-13 Aug 14
9-10 Sep 14

GARRISON SAFETY

SECTION VIII

ARMY TRAFFIC SAFETY TRAINING PROGRAM

1. **PURPOSE:** IAW, AR 385-10, paragraph 11-7a, the Army Traffic Safety Training Program is required training for all Army personnel. The training is established to reinforce a positive attitude toward driving, individual responsibility, and correct response to routine and emergency driving situations. Each progressive traffic safety-training course is building on the previous module to reinforce the Army's expectations for a safe Army driver.
2. **COURSE DESCRIPTION:** The Army Traffic Safety Training Program (ATSTP) is an overarching program that consists of the **following programs:** Intermediate Traffic Training Course IIIA, Accident Avoidance Training Course; Mandatory Motorcycle Training (Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC), Experienced Rider Course (ERC or BRC II), Military Sport Bike Rider Course (MSRC), Motorcycle Refresher Training (MRT); Motorcycle Sustainment Training, and Driver Improvement/Remedial Drivers Training.
3. **LOCATION:** Various.
4. **REQUIREMENT:**
 - a. **Accident Avoidance Training Course:** Anyone operating an AMV will have first completed the online accident avoidance course as part of licensing procedures. The training includes mishap risk-management component of CRM, personal responsibility, driving hazard awareness, defensive driving techniques, accident avoidance, and motorcycle safety.
 - b. **Mandatory Motorcycle Training:** Under the Progressive Motorcycle Program, all Soldiers who operate a motorcycle are required to take motorcycle training.
 - c. **Motorcycle Sustainment Training:** Based on the type of motorcycle owned or operated, Soldiers are required to complete motorcycle sustainment training every 3 years, which consists of, at a minimum, retaking an ERC or the MSRC. A Soldier can meet the sustainment-training requirement, at no expense to the government, by taking an Army approved advanced level motorcycle course.
 - d. **Driver Improvement/Remedial Drivers Training:** To reinforce positive driving behaviors, Commanders will provide Army-approved driver improvement courses to military or civilian personnel who, while operating a Government motor vehicle, have been convicted of a moving traffic violation or have been determined to have been at fault in a traffic mishap. Individuals who fail to attend the course will lose installation-driving privileges.
5. **ENROLLMENT:**
 - a. **Intermediate Traffic Training Course IIIA:** Unit level Driver's Training Program.
 - b. **Accident Avoidance Training Course:** U.S. Army Installation Management Command (IMCOM) is the proponent for the Army Accident Avoidance Course (AAAC). This course is located at the Army Learning Management System: <https://www.lms.army.mil>
 - (1) Log on with your AKO credentials (Access and Password).

- (2) Type "avoid" in the Catalog Search engine blank and click "Go".
- (3) Click "Register" for the course and the system requirements sections and follow the procedures to begin your training.
- (4) You must turn off your "Pop Up Blocker" or you will never see the course.
- (5) Click "Launch Content"
- (6) Click "Army POV 1-3"
- c. **Mandatory Motorcycle Training:** See page.
- f. **Motorcycle Sustainment Training:** See page.
- g. **Driver Improvement/Remedial Drivers Training:** See page.
- 6. **INFORMATION:** Call Garrison Safety Office at 239-3391.
- 7. **SCHEDULE:** Unless otherwise indicated, all ATSTP training is listed according to schedules on the following pages.

ARMY ACCIDENT AVOIDANCE COURSE

1. **PURPOSE:** AR 385-10, The Army Safety Program, paragraph 11-7a (4), requires anyone who operates an AMV will have first completed the online Army Accident Avoidance Course (AAAC) as part of licensing procedures.
2. **COURSE DESCRIPTION:** The Accident Avoidance Course includes mishap risk-management component of CRM, personal responsibility, driving hazard awareness, defensive driving techniques, accident avoidance, and motorcycle safety. The online accident avoidance training will be repeated every 4 years as part of the license renewal procedure. If operator is involved in a motor vehicle incident, he/she may be required to re-take Army Accident Avoidance Course as a part of remedial instruction.
3. **ADMINISTRATIVE INSTRUCTIONS:** Army Accident Avoidance Course (AAAC): This course is now located at the Army Learning Management System at: <https://www.lms.army.mil>

To register:

- (1) Log on with your AKO credentials (Access and Password).
- (2) Type "avoid" in the Catalog Search engine blank and click "Go".
- (3) Click "Register" for the course and the system requirements sections and follow the procedures to begin your training.
- (4) You must turn off your "Pop Up Blocker" or you will never see the course.
- (5) Click "Launch Content"
- (6) Click "Army POV 1-3"

To download: Go to https://safety.army.mil/portals/training/AAC_CDROM.zip

4. **LENGTH:** 4 hours
5. **PREREQUISITES:** AKO account access required to complete on-line training (Supervisors may request a guest account for temporary employees who do not have AKO accounts). **Required every 4 years.**
6. **ENROLLMENT:** If you cannot access the online course, you may download the course from the provided [link](#). Note: The program is 67 MB zip file and may take a few minutes to download. Upon completion of the training, you may obtain a memorandum from the Garrison Safety Office and present it to the licensing authority at the Transportation Motor Pool as verification of course completion.
7. **INFORMATION:** For more information on obtaining/taking the Army Accident Avoidance Course on disc contact the Garrison Safety Office at 240-0647 or 239-2514.

DEFENSIVE DRIVERS COURSE

1. **PURPOSE:** The intent is to provide Soldiers and Family members an opportunity to improve overall driving abilities.
2. **COURSE DESCRIPTION:** The National Safety Council's Defensive Driver's Course (DDC4) is instructor-led and upon completion, you will receive an official Certificate of Completion from the National Safety Council that, in many states, may be used to lower automobile insurance rates. The goal of the Defensive Driving Course is to train drivers in collision prevention techniques while promoting an attitude of mutual understanding, courtesy and cooperation on the road. **Note* Civilians who are found "at fault" in a traffic mishap involving a GOV or have been convicted of a moving traffic violation. Attendance is mandatory IAW the GC Policy for Civilian Employees Remedial Drivers Training Program.**
3. **LOCATION:** Building 500, Garrison Safety Office, Room 12, Fort Riley, KS.
4. **LENGTH:** 4 hours
5. **PREREQUISITES:** None.
6. **ENROLLMENT:** Students must enroll in the Defense Driving Course through the Garrison Safety Office, 239-2245.
7. **INFORMATION:** Contact the Garrison Safety Office
8. **SCHEDULE:** DDC4 is offered the **4th Thursday** of every month to Soldiers, FRGs, Civilians, or Family members. **Minimum class size is 6 students.** Course date subject to change due to inclement weather and/or Federal holidays.

FY14 Training dates:

24 Oct 13	28 Nov 13	26 Dec 13	24 Jan 14
27 Feb 14	27 Mar 14	24 Apr 14	22 May 14
26 Jun 14	24 Jul 14	21 Aug 14	25 Sep 14

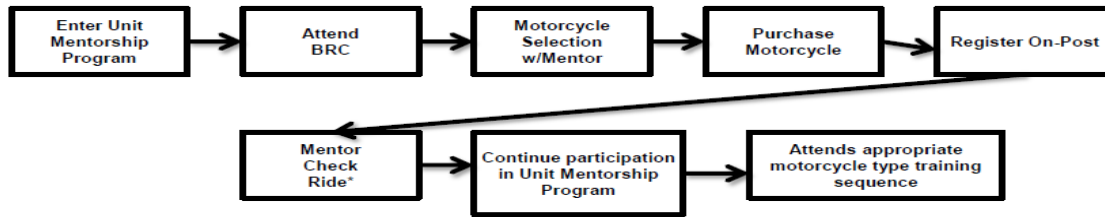
MOTORCYCLE SAFETY FOUNDATION COURSES

MOTORCYCLE BASIC RIDER COURSE (BRC)

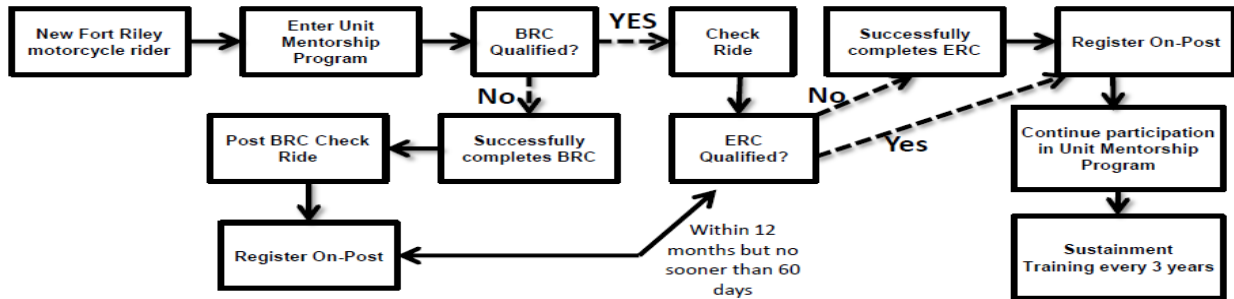
1. **PURPOSE:** In accordance with AR 385-10, The Army Safety Program, paragraph 11-9, and Commanding General's Policy Letter #13; Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV) and Specialty Vehicles Policy Letter (Safety) All Soldiers are required to take the Basic Riders Course (BRC) prior to operating a motorcycle. This is a one-time requirement.
2. **COURSE DESCRIPTION:** This course includes Motorcycle Safety Foundation (MSF) instruction on the proper techniques for safe operation of the motorcycle, as well as a driver skill and written tests. Individuals possessing a Motorcycle Safety Foundation completion card do not have to take this class. Instruction is provided by civilian contractors, but coordinated through the Garrison Safety Office. The Contracting Officer Representative (COR) is Mr. Rod Cruz, 239-3391.
3. **LOCATION:** Building 7305, Army Traffic Safety Training Program, Fort Riley, KS.
4. **LENGTH:** This is a 2-day course - 5 hours of classroom instruction and a minimum of 10 hours of riding on motorcycle instruction. Class **starts** at 0830 and ends at approximately 1730 or until complete (Soldiers should report to training NLT 0800).
5. **PREREQUISITES:** Be in proper attire IAW AR 385-10, paragraph 11-9 (d) (with the exception of helmets with face shields, which is provided by the contractor). Contractor will provide motorcycles. This course is only offered to active duty Soldiers.
6. **ENROLLMENT:** Soldiers are required to register for training through their unit and DTMS (or AIRS). **Soldiers who register for the course, but do not attend will be reported to their Brigade CSM. Soldiers may report to training as "stand-bys," if class is full and will be allowed in the class if seats are available.**
7. **INFORMATION:** If you require additional information on the course, or you need to cancel your enrollment, please contact course COR, Mr. Rod Cruz, 239-3391.
8. **SCHEDULE:** Course schedules are provided by DTMS (or AIRS). All courses subject to change due to inclement weather, training and Federal holidays.

MOTORCYCLE SAFETY FOUNDATION COURSE TRAINING SEQUENCE

Prospective/New Riders:

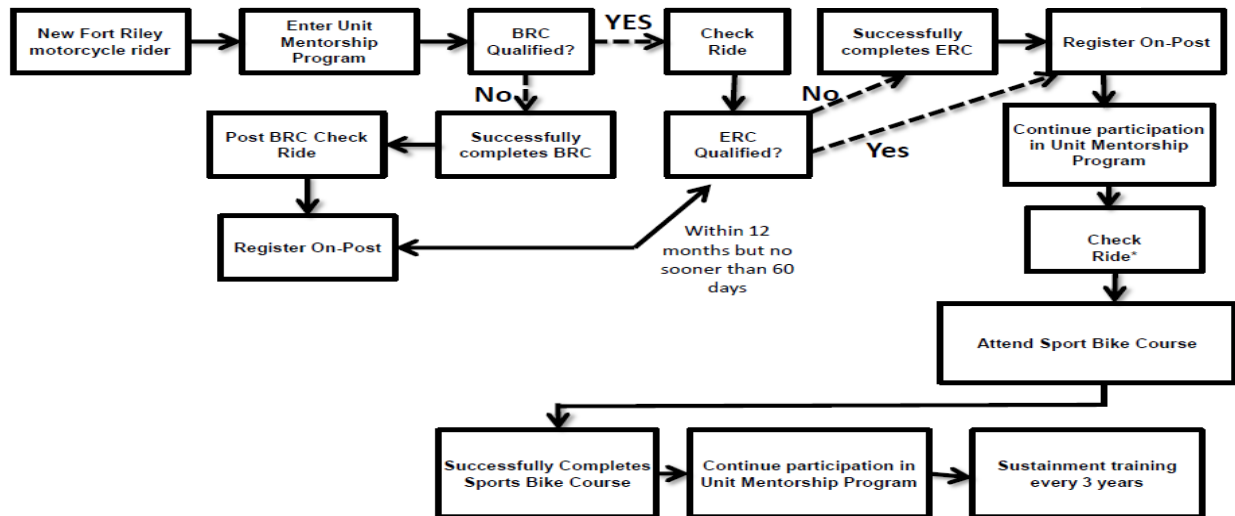


Cruiser Riders:

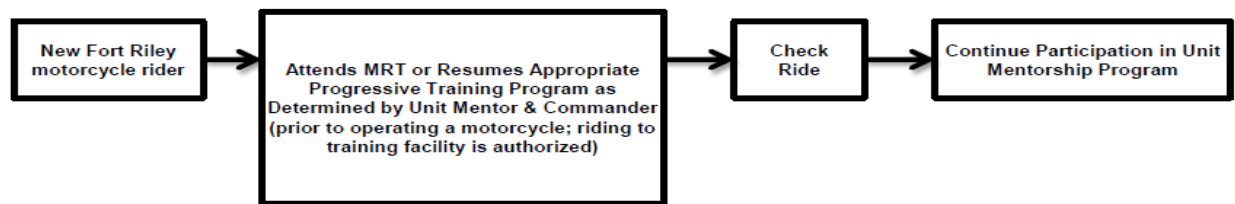


Sports/Sport Touring Riders

***May attend Sports Bike Course as substitute for ERC/BRCII



Redeployed Riders



MOTORCYCLE BASIC RIDER COURSE II (BRC II – FORMERLY ERC)

1. **PURPOSE:** In accordance with AR 385-10, The Army Safety Program, paragraph 11-9, and Commanding General's Policy Letter #13; Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV) and Specialty Vehicles Policy Letter (Safety) Soldiers are required to successfully complete an appropriate Motorcycle Safety Foundation course prior to operating such equipment.
2. **COURSE DESCRIPTION:** This course includes Motorcycle Safety Foundation (MSF) advanced level instructions on the proper techniques for safe operation of the motorcycle, as well as a driver skill. This course provides instruction to more experienced riders of Cruiser and Touring bikes. Instruction is provided by civilian contractors, but coordinated through the Garrison Safety Office. The Contracting Officer Representative (COR) is Mr. Rod Cruz, 239-3391.
3. **LOCATION:** Building 7305, Army Traffic Safety Training, Fort Riley, KS.
4. **LENGTH:** 6 hours riding skills (0900-1600)
5. **PREREQUISITES:** Licensed by civilian authority to drive motorcycle/moped. Possess a motorcycle in safe operating condition with insurance, as required by KS law and personal protective equipment, as required by AR 385-10, and Commanding General's Policy Letter #13; Motorcycle, and Moped, Motor Scooter, All-Terrain Vehicle (ATV), and Specialty Vehicle Policy Letter. There will be NO sharing of motorcycles on the day of training.
6. **ENROLLMENT:** Soldiers are required to register for training through their unit and DTMS. **Soldiers must provide their own motorcycle. **Note: If a Soldier rides a Sports Bike he/she may attend the Sport Bike Course instead of BRCII/ERC.**
7. **INFORMATION:** If you require additional information on the course, or you need to cancel your enrollment, please contact course COR, Mr. Rod Cruz, 239-3391.
8. **SCHEDULE:** Course schedules are provided by DTMS (or AIRS). All courses subject to change due to inclement weather, training and Federal holidays.

MILITARY SPORT BIKE RIDER COURSE

1. **PURPOSE:** In accordance with AR 385-10, The Army Safety Program, paragraph 11-9, and Commanding General's Policy Letter #13; Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV/UTV) and Specialty Vehicles Policy Letter (Safety) Soldiers are required to successfully complete an appropriate Motorcycle Safety Foundation course prior to operating such equipment. Sport Bike Rider Course provides instructions for the Sport Bike rider on the fundamentals of safe, responsible riding that can reduce the risk of death or injury to Army who operate Sport Bike's on or off post.
2. **COURSE DESCRIPTION:** MSF approved course designed specifically for sport bike riders (Active Duty Military on/off base). Course satisfies the mandatory recertification requirements for sport bike riders; however, riders shall attend this course as soon as possible. Instruction is provided by civilian contractors, but coordinated through the Garrison Safety Office. The Contracting Officer Representative (COR) is Mr. Rod Cruz, 239-3391.
3. **LOCATION:** Building 7305, Army Traffic Safety Training, Fort Riley, KS.
4. **LENGTH:** 8 hours
5. **PREREQUISITES:** Licensed by civilian authority to operate a motorcycle/moped. Possesses a motorcycle/moped in safe operating condition with insurance, as required by Kansas law, and personal protective equipment, as required by AR 385-10, and Commanding General's Policy Letter #13; Motorcycle, and Moped, Motor Scooter, All-Terrain Vehicle (ATV), and Specialty Vehicle Policy Letter. There will be NO sharing of motorcycles on the day of training.
6. **ENROLLMENT:** Soldiers are required to register for training through their unit and DTMS (or AIRS). **Soldiers must provide their own Sports Bike.**
7. **INFORMATION:** If you require additional information on the course, or you need to cancel your enrollment, please contact course COR, Mr. Rod Cruz, 239-3391.
8. **SCHEDULE:** Course schedules are provided by DTMS. All courses subject to change due to inclement weather, training and Federal holidays.

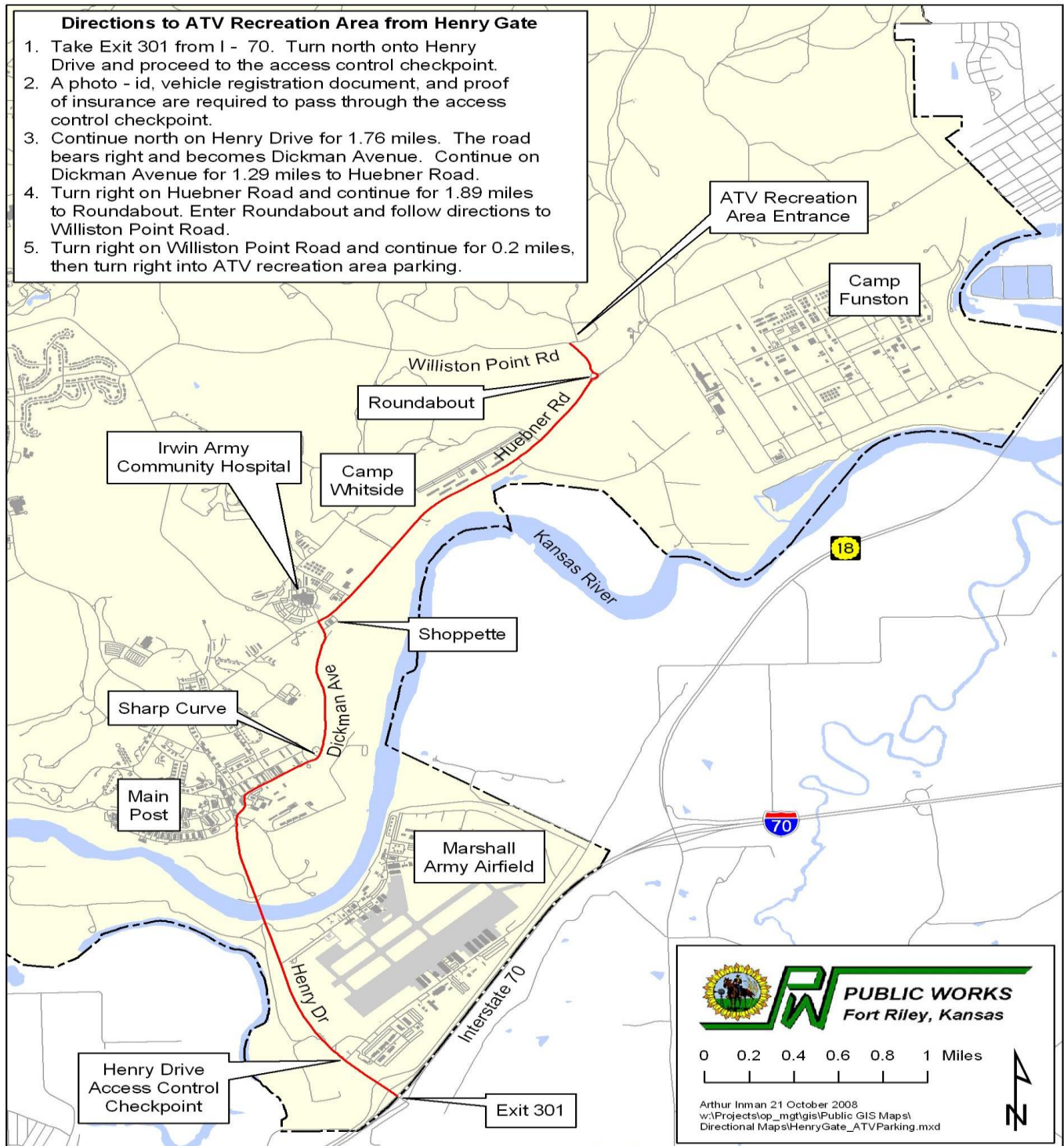
ALL-TERRAIN VEHICLE (ATV), UTILITY VEHICLE, SPECIALTY VEHICLE RIDER COURSE

1. **PURPOSE:** In accordance with AR 385-10, The Army Safety Program, paragraph 11-9, and Commanding General's Policy Letter #13; Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV/UTV) and Specialty Vehicles Policy Letter (Safety) Soldiers and DA Civilians (**whose official duties require operation of such vehicles**) are required to successfully complete an appropriate Motorcycle Safety Foundation (MSF) course prior to operating such equipment. All-Terrain Vehicle training provides instruction for the ATV rider on the fundamentals of safe, responsible riding that can reduce the risk of death or injury to Army and civilian personnel, who operate ATV's on or off post.
2. **COURSE DESCRIPTION:** The hands on, half day ATV/UTV Rider Course is conducted by licensed ATV Safety Institute (ASI) Instructors. The course offers students an opportunity to increase their safety knowledge and to practice basic riding skills in a controlled environment under the direct supervision of a licensed Instructor. Students practice basic safety techniques with hands on exercises covering starting and stopping, turning (both gradual and quick), negotiating hills, emergency stopping and swerving, and riding over obstacles. Personal emphasis is placed on the safety implications relating to each lesson. The course also covers protective gear, environmental concerns and local laws. Participants receive the ATV Rider Course Handbook, which reinforces the safety information and riding techniques covered during the ATV Rider Course. Instruction is provided by civilian contractors, but coordinated through the Garrison Safety Office.
3. **LOCATION:** Training Area 10, Williston Point Road, Fort Riley, KS. See map on page 12.
4. **LENGTH:** 4 hours riding skills. Classes are scheduled in the morning and afternoon; times are depended on size of the class.
5. **PREREQUISITES:** Class size is **limited to 8 students**. Students are required to wear long clothing and full fingered gloves to the training. ATVs and helmets are provided. Soldiers and DA Civilians possessing an ATV in safe operating condition with insurance, as required by KS law and personal protective equipment, as required by AR 385- 10, paragraph 11- 9, and Commanding General's Policy Letter #13, Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV), and Specialty Vehicles Policy Letter (Safety) may coordinate to use their own equipment. There will be NO sharing of equipment on the day of training.
6. **ENROLLMENT:** Battalion Schools NCO coordinates enrollment with the Garrison Safety Office. Civilians (**who qualify**) should contact the Garrison Safety Office for enrollment information and details.
7. **INFORMATION:** Call Garrison Safety Office at 240-0647 or 239-3391. Active Duty Soldiers and DA Civilians (**who qualify**) may take this course free of charge. This course is not open to the general public. The Contracting Officer Representative (COR) is Mr. Rod Cruz, 239-3391.
8. **SCHEDULE:** Scheduled upon request. Classes are subject to cancellation due to weather conditions or holidays. Call for the most current class dates.

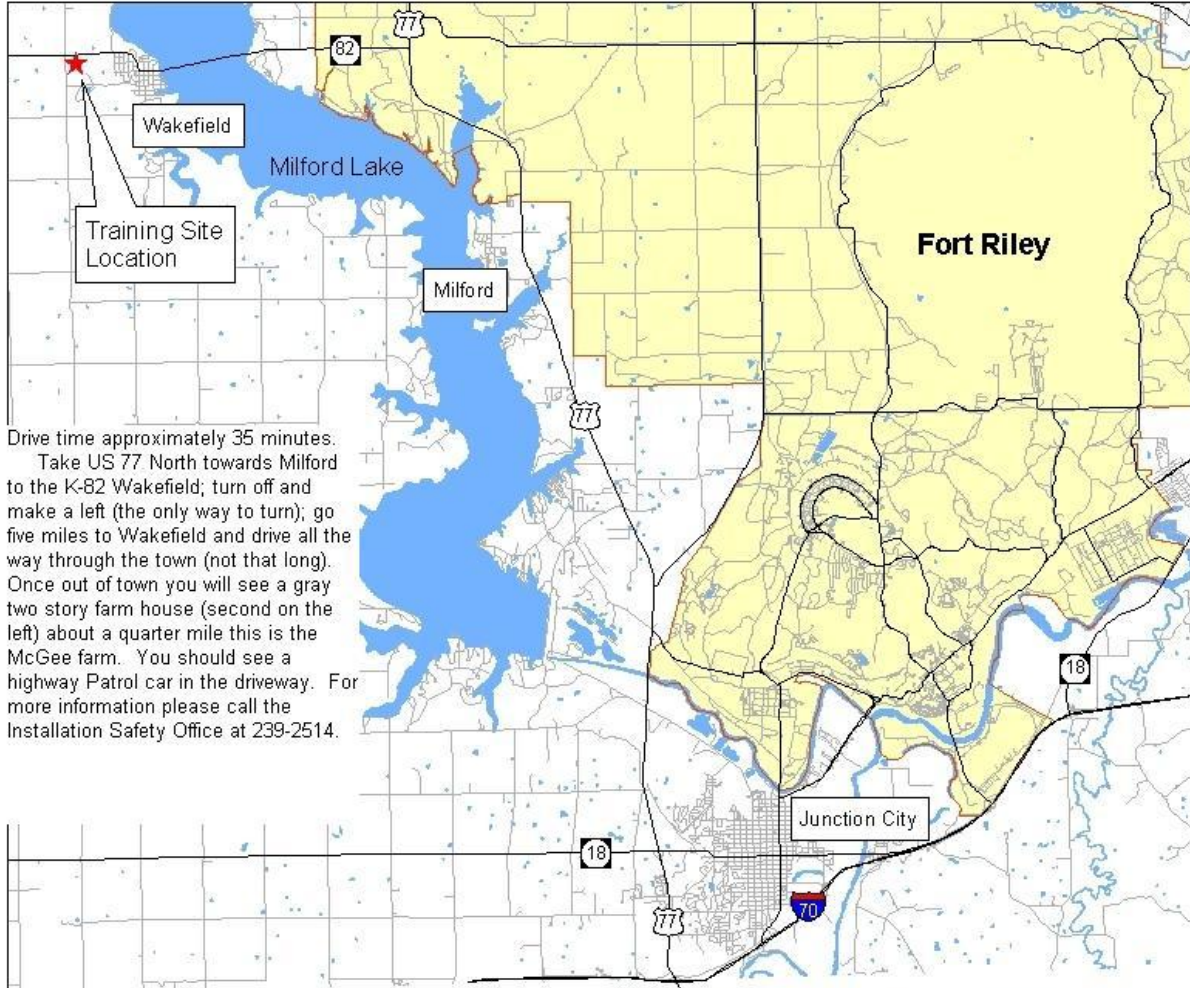
DIRT BIKE RIDER COURSE

1. **PURPOSE:** In accordance with AR 385-10, The Army Safety Program, paragraph 11-9, and Commanding General's Policy Letter #13; Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV) and Specialty Vehicles Policy Letter (Safety) Soldiers are required to successfully complete an appropriate Motorcycle Safety Foundation course prior to operating such equipment. Dirt Bike Rider Course provides instructions for the Dirt Bike rider on the fundamentals of safe, responsible riding that can reduce the risk of death or injury to Army personnel, who operate Dirt Bike's on or off post.
2. **COURSE DESCRIPTION:** The course offers students an opportunity to increase their safety knowledge and to practice basic riding skills in a controlled environment under the direct supervision of a licensed Instructor(s). **Note: If a Soldier does not pass the BRC I Course, the Dirt Bike Course provides additional hands on instruction and riding experience.** Students practice basic safety techniques with hands on exercises covering starting and stopping, riding posture, shifting lower body control, turning, riding management, turning and gap selection, counterbalancing, riding over obstacles, U-turns, K-turns, traversing hills, riding responsibility. Particular emphasis is placed on the safety implications relating to each lesson. The course also covers protective gear, environmental concerns and local laws. Participants receive the Dirt Bike Rider Course Handbook, which reinforces the safety information and riding techniques covered during the Dirt Bike Rider Course. Instruction is provided by civilian contractors, but coordinated through the Garrison Safety Office. The Contracting Officer Representative (COR) is Mr. Rod Cruz, 239-3391.
3. **LOCATION:** Training Area 10, Williston Point Road, Fort Riley, KS. See map on page 12.
4. **LENGTH:** 4 hours riding skills. Classes are scheduled in the morning and afternoon; times are depended on size of the class.
5. **PREREQUISITES:** Students are required to wear long clothing and full fingered gloves to the training. Dirt Bikes and helmets are provided. Soldiers possessing a dirt bike in safe operating condition with insurance, as required by KS law and personal protective equipment, as required by AR 385-10, paragraph 11-9, and Commanding General's Policy Letter #13, Motorcycle, Moped, Motor Scooter, All-Terrain Vehicle (ATV), and Specialty Vehicles Policy Letter (Safety) may coordinate to use their own equipment. There will be NO sharing of equipment on the day of training.
6. **ENROLLMENT:** Contact Garrison Safety Office for course times and dates, 239-3391.
7. **INFORMATION:** Call Garrison Safety Office at 239-3391. No charge to Active Duty Soldiers. This course is not open to the general public.
8. **SCHEDULE:** Classes are subject to cancellation due to weather conditions or holidays. Call Garrison Safety Office for course dates.

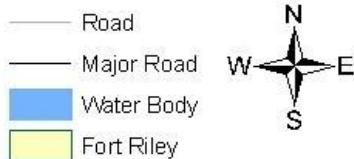
ATV TRAINING MAP



DIRT BIKE TRAINING AREA



ATV Site Training Location



Arthur Inman March 14, 2005
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LOCATION TO ATSTP CLASSROOM



REQUIRED ONLINE SAFETY TRAINING COURSES

COMMANDER'S SAFETY COURSE (CSC)

1. **PURPOSE:** IAW AR 385-10, para 10-6, all Commanders are required to completed the on-line Command Safety Course (CSC). Company grade officers must complete the CSC prior to assuming command. Completion of the on-line CSC is a prerequisite for attending the Fort Riley resident Commander Course, (IAW CG Policy #11).
2. **COURSE DESCRIPTION:** The Commanders Safety Course is a powerful tool designed to prepare commanders to manage successful unit safety programs that mitigate accidents and positively impact mission readiness. The course is available online for Active Duty, National Guard and Reserve Soldiers through the U.S. Army Combat Readiness/Safety Center Distance Learning program. The Commanders Safety Course prepares commanders for success in their unit safety programs and demonstrates how safety is more than a "check the block" requirement leading to a command slot.
3. **LOCATION:** Online. The Commander's Safety Course, 2G-F94V3.1, is delivered through the Army Learning Management Systems (ALMS).
4. **LENGTH:** Approximately 3 hours.
5. **PREREQUISITES:** None.
6. **ENROLLMENT:**
 - A. Register through ATRRS –
<https://safety.army.mil/training/ONLINEtraining/tabid/1210/Default.aspx>
 - B. Copy course number 2G-F94V3.1
 - C. Select "Launch ATRRS"
 - D. Under ATRRS Channel > Army > Select Self Development / Distance Learning
 - E. Paste course number 2G-F94V3.1 in the Quick Course Search box "Crs Nbr"
 - F. Select "Register" you will receive a confirmation email in 24-48 hours
 - G. Once you have received the confirmation email, log into AKO > Self Service > My Education > Select Army Learning Management System (make sure you have enable Pop-ups)
 - H. Select "Current Enrollments" and launch the course
7. **INFORMATION:** If you have trouble enrolling in the course please contact ALMS help desk.
8. **SCHEDULE:** None.

ADDITIONAL DUTY SAFETY COURSE (ADSO)

1. **PURPOSE:** AR 385-10, The Army Safety Program, paragraph 3-3f requires that activity safety personnel who perform the safety duty as “other duty as assigned role,” should be referred to as the Additional Duty Safety Officer (ADSO). IAW, IMCOM Policy Letter 385-1 and CG Policy #11, all commands will ensure they have appointed and trained military Additional Duty Safety Officers (ADSO), non-commissioned officers, and civilian Collateral Duty Safety Officers (CDSO), who have completed the 16-hour on-line ADSO Course within 30 days of their appointment.
2. **COURSE DESCRIPTION:** The Additional Duty Safety Course provides activity safety personnel who perform the safety duty as “other duty as assigned role” the training to ensure they can sufficiently perform the safety duties for their organization. This training includes accident investigation and reporting, recognition and abatement of potential hazards, identification and use of occupational safety and health standards, identifying hazardous material and a working knowledge of the Army Safety Program.
3. **LOCATION:** Online. The Additional Duty Safety Course, 2G-F95_DL, is delivered through the Army Learning Management Systems (ALMS).
4. **LENGTH:** Approximately 3 hours.
5. **PREREQUISITES:** The person designated as the ADSO/CDSO will be of sufficient rank to perform these duties normally a commissioned officer/warrant officer at Battalion or higher unit levels; staff sergeant at company or detachment levels; or a Department of the Army (DA) civilian as needed. The person selected must have at least 12 months remaining with the unit after appointment.
6. **ENROLLMENT:**
 - a. Register through ATRRS –
<https://safety.army.mil/training/ONLINEtraining/tabid/1210/Default.aspx>
 - b. Copy course number 2G-F95_DL
 - c. Select “Launch ATRRS”
 - d. Under ATRRS Channel > Army > Select Self Development / Distance Learning
 - e. Paste course number 2G-F95_DL in the Quick Course Search box “Crs Nbr”
 - f. Select “Register” you will receive a confirmation email in 24-48 hours
 - g. Once you have received the confirmation email, log into AKO > Self Service > My Education > Select Army Learning Management System (make sure you have enable Pop-ups)
 - h. Select “Current Enrollments” and launch the course
7. **INFORMATION:** If you have trouble enrolling in the course please contact ALMS help desk.

COMPOSITE RISK MANAGEMENT CIVILIAN BASIC COURSE (CRM CBC)

1. **PURPOSE:** AR 385-10, The Army Safety Program, paragraph 10-3 requires the integration of Composite Risk Management (CRM) into all Army Process. FM 5-19, Composite Risk Management is the training doctrine for the standardization and institutionalization of the techniques, tools, and procedures that lead to sound decision making and valid risk acceptance by the leaders at all levels. IAW, IMCOM Policy Letter 385-1 and CG Policy #11, all DA Civilian employees complete the Composite Risk Management (CRM) Civilian Basic Course within 30 days of their assignment.
2. **COURSE DESCRIPTION:** Composite Risk Management is the process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk costs with mission benefits. The guiding principles of CRM are: integrate CRM into all phases of mission and operations, make risk decisions at the appropriate level, accept no unnecessary risk, apply the process cyclically and continuously, do not be risk averse – identify and control the hazards then complete the mission.
3. **LOCATION:** Online. Composite Risk Management Civilian Basic Course, 2G-F104_DL, is delivered through the Army Learning Management Systems (ALMS). ***Note. Child Development Center employees may coordinate with CYS trainer to enroll in 3 hour resident course. Contact Carole Hoffman, 785-240-2822 for enrollment.**
4. **LENGTH:** Approximately 3 hours.
5. **PREREQUISITES:** None.
6. **ENROLLMENT:**
 - a. Register through ATRRS –
<https://safety.army.mil/training/ONLINetraining/tabid/1210/Default.aspx>
 - b. Copy course number 2G-F104_DL
 - c. Select “Launch ATRRS”
 - d. Under ATRRS Channel > Army > Select Self Development / Distance Learning
 - e. Paste course number 2G-F104_DL in the Quick Course Search box “Crs Nbr”
 - f. Select “Register” you will receive a confirmation email in 24-48 hours
 - g. Once you have received the confirmation email, log into AKO > Self Service > My Education > Select Army Learning Management System (make sure you have enable Pop-ups)
 - h. Select “Current Enrollments” and launch the course
7. **INFORMATION:** If you have trouble enrolling in the course please contact ALMS help desk.

THE MANAGER'S SAFETY COURSE

1. **PURPOSE:** IAW CG Policy #11, DA Civilian managers (Directorate level) in the organization must complete the online Manager's Course.
2. **COURSE DESCRIPTION:** The Manager's Safety Course prepares managers to effectively design, develop, and deploy safety management systems. Its purpose is to help managers integrate safety into their operations and emphasis is placed on gaining the knowledge and skills to oversee accident investigations, developing emergency action plans, preventing fire and electrical hazards, organizing safety committees and incorporate principles of ergonomics in the workplace. The Manager's Safety Course also gives an overview of Occupational Safety and Health requirements to protect workers and create a safe and healthful workplace, as well as implementing the requirements of the Army Safety Program.
3. **LOCATION:** Online. The Manager's Safety Course, is delivered through the Army Learning Management Systems (ALMS).
- 4.
5. **LENGTH:** Approximately 3 hours.
6. **PREREQUISITES:** Be assigned a Directorate manager.
7. **ENROLLMENT:**
 - a. Login with your AKO credentials on the ALMS site
 - b. Select Catalog Search
 - c. Click the Advanced Search tab
 - d. In the **CATEGORY** block, use the pick category icon and select **ARMY SAFETY CENTER**
 - e. Click **SEARCH TRAINING CATALOG** and select Manager's Safety Course
 - f. Select **REGISTER**
8. **INFORMATION:** If you have trouble enrolling in the course please contact ALMS help desk.

THE SUPERVISOR'S SAFETY COURSE

1. **PURPOSE:** IAW CG Policy #11, DA Civilian supervisors in the organization must complete the online Supervisor's Course.
2. **COURSE DESCRIPTION:** The Supervisor's Safety Course prepares supervisors to effectively oversee safety management systems. Its purpose is to help supervisor's integrate safety into their operations and emphasis is placed on gaining the knowledge and skills to initiate accident investigations and reporting, deploying emergency action plans, preventing fire and electrical hazards, organizing safety committees and incorporating the principles of ergonomics in the workplace. The Supervisor's Safety Course also gives an overview of Occupational Safety and Health requirements to protect workers and create a safe and healthful workplace, as well as implementing the requirements of the Army Safety Program.
3. **LOCATION:** Online. The Supervisor's Safety Course, is delivered through the Army Learning Management Systems (ALMS).
- 4.
5. **LENGTH:** Approximately 4 hours.
6. **PREREQUISITES:** Be assigned as a supervisor.
7. **ENROLLMENT:**
 - a. Login with your AKO credentials on the ALMS site
 - b. Select Catalog Search
 - c. Click the Advanced Search tab
 - d. In the **CATEGORY** block, use the pick category icon and select **ARMY SAFETY CENTER**
 - e. Click **SEARCH TRAINING CATALOG** and select Supervisor's Safety Course
 - f. Select **REGISTER**
8. **INFORMATION:** If you have trouble enrolling in the course please contact ALMS help desk.

THE EMPLOYEE'S SAFETY COURSE

1. **PURPOSE:** IAW CG Policy #11, DA Civilians not designated as managers must complete the Employee's Safety Course.
2. **COURSE DESCRIPTION:** The Employee's Safety Course informs employees of their responsibilities to help create a safe and healthful work environment. It emphasizes gaining the knowledge to recognize and identify hazards, comply with established safety standards, procedures and guidelines, participate in safety committees, contribute to job hazard analysis and provide information on requirements for Personal Protective Equipment (PPE). In addition, it gives an overview of the Safety and Occupational Health requirements, as well as the requirements of the Army Safety Program.
3. **LOCATION:** Online. The Employee's Safety Course, is delivered through the Army Learning Management Systems (ALMS).
- 4.
5. **LENGTH:** Approximately 3 hours.
6. **PREREQUISITES:** None.
7. **ENROLLMENT:**
 - a. Login with your AKO credentials on the ALMS site
 - b. Select Catalog Search
 - c. Click the Advanced Search tab
 - d. In the **CATEGORY** block, use the pick category icon and select **ARMY SAFETY CENTER**
 - e. Click **SEARCH TRAINING CATALOG** and select Employee Safety Course
 - f. Select **REGISTER**
8. **INFORMATION:** If you have trouble, enrolling in the course please contact ALMS help desk.

REQUIRED RESIDENT SAFETY TRAINING COURSES

2 DAY SAFETY OFFICER/NCO COURSE

1. **PURPOSE:** To supplement the online Additional Duty Safety Course (ADSC) and teach Fort Riley specifics and proficiency in the field of accident prevention. Unit Safety Officers/NCOs must attend this course within 90 days of appointment. IAW CG Policy #11, 1st Infantry Division and Fort Riley Command Risk Policy (Safety), All commands will ensure they have appointed and trained military Additional Duty Safety Officers (ADSO), non-commissioned officers, and civilian Collateral Duty Safety Officers (CDSO), who have completed the 16-hour on-line ADSO Course within 30 days of their appointment.
2. **DESCRIPTION:** Course is an overview of the Army Safety Program, unit safety program requirements, work place safety, HAZCOM, accident reporting and investigation, and composite risk management. Students will be provided supplemental material.
3. **LOCATION:** Military Schools (Depuy Hall) Bldg. 8388, Fort Riley, KS
4. **LENGTH:** 2 days:
5. **PREREQUISITES:** Must have completed the online ADSC within 30 days of appointment (**Course # 2G F95 DL**) via ATRRS before enrollment. IAW AR 385-10, para 2-7g, you must be a commissioned officer at battalion and higher, and the rank of **Staff Sergeant (E-6) or higher**, at the company level to perform the duties of a Safety Officer.
6. **ENROLLMENT:** This course is for **Fort Riley Soldiers only**. Units will submit a FR FORM 28, School Application, for enrollment through their Battalion S3 training NCO. Course must be enrolled through ATRRS. Course number is "2 Day Safety Officer Course."
7. **INFORMATION:** Contact Mr. Marc Greene, 240-1491, marc.j.greene.civ@mail.mil or Mr. Joseph Zelko, 240-1312, joseph.p.zelko.civ@mail.mil.

FY14 TRAINING DATES

1st QTR	2nd QTR	3rd QTR	4th QTR
23-24 Oct 13	14-15 Jan 14	15-16 Apr 14	15-16 Jul 14

HAZARD COMMUNICATION (HAZCOM) TRAIN THE TRAINER

1. **PURPOSE:** Army Regulation 385-10, the Army Safety Program implements the requirements of the Occupational Safety and Health Act of 1970 (OSHAct) as implemented in Executive Order 12196; part 1960, title 29 Code of Federal Regulations (CFRs): Department of Defense (DOD) Directive 1000.3; and DOD Instruction 6055.1. DOD Instruction 6055.1 implements the Provisions of DODI 6050.05 Hazard Communication (HAZCOM) Program which requires training be provided to all Soldiers and civilian employees who may potentially be exposed to a hazardous material in their workplace. Title 29 Code of Federal Regulations (CFR) Part 1910.1200 provides detailed instruction on implementing the HAZCOM program. The HAZCOM Train the Trainer is required for those individuals charged with the responsibility of conducting HAZCOM training in their organization.
2. **COURSE DESCRIPTION:** This course provides instruction on the requirements of 29 CFR 1910.1200, and Fort Riley Regulation 385-14. It provides trainers with guidance on program requirements and the formal training requirements to provide Soldiers/employees with safety precautions and information on chemical health hazards. Topics covered include the use of Material Safety Data Sheets (MSDS), Hazardous Chemical Inventory requirements, chemical labeling requirements, and general hazardous material safety guidelines and procedures.
3. **LOCATION:** Garrison Safety Office, Bldg. 500, Room 12, Fort Riley, KS.
4. **LENGTH:** 3 hours, 0900-1200.
5. **PREREQUISITES:** **Must be Sergeant (E-5)** or above, or civilian assigned HAZCOM responsibilities, and possess the ability to conduct training.
6. **ENROLLMENT:** Call the Garrison Safety Office at 240-0647 or 239-2514.
7. **INFORMATION:** Call the Garrison Safety Office at 240-0647 or 239-2514.
8. **SCHEDULE:** Classes are scheduled quarterly.

FY14 Training Dates

1st QTR	2nd QTR	3rd QTR	4th QTR
9 Oct 13	8 Jan 14	9 Apr 14	9 Jul 14

OSHA 10 HOUR GENERAL INDUSTRY SAFETY COURSE

1. **PURPOSE:** To comply with 29 CFR 1960.58, Training of Collateral Duty Safety and Health Personnel, and AR 385-10, The Army Safety Program paragraph 10-8, requirements for training of additional duty personnel on their roles in accident prevention. To inform additional duty personnel of responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program. To provide appointed safety officer's information on how the provisions of the OSH Act may be implemented in the workplace, rights and responsibilities under the OSH Act, and record keeping are covered. This course also includes an introduction to Occupational Safety and Health's general industry standards and an overview of the requirements of the more frequently referenced standards. This course is designed to provide additional duty safety personnel with a better understanding their role in the accident prevention process.
2. **COURSE DESCRIPTION:** Safety Officer's play an essential role in the prevention of accidents and in helping to reduce civilian compensation costs at Fort Riley. Upon completion of this course, Collateral Duty Safety Officers (CDSO) will have a better understanding of the 29 Code of Federal Regulation 1910, General Industry standards and will be better equipped to perform their duties and responsibilities concerning accident prevention in accordance with AR 385-10. Course topics include Introduction to OSHA, Accident/Incident Investigation, Recording and Reporting Illness/Injury, Emergency Evacuation Plans, Machine Guarding, Flammable and Combustible Liquids, Personal Protective Equipment, Job Hazard Analysis, HAZCOM, Material Handling and a brief overview of Federal Employee Compensation Act. This class is required for civilian supervisors and safety officers.
3. **LOCATION:** Garrison Safety Office, Bldg. 500, Room 12, Fort Riley, KS.
4. **LENGTH:** 16 hours (2 Days), 0800-1630
5. **PREREQUISITES:** Personnel assigned as additional duty safety personnel are required to attend the class.
6. **ENROLLMENT:** Call the Garrison Safety Office at 240-0647 or 239-2514.
7. **INFORMATION:** Call the Garrison Safety Office at 240-0647 or 239-2514.
8. **SCHEDULE:** Training is conducted quarterly.

FY14 TRAINING DATES

1st QTR	2nd QTR	3rd QTR	4th QTR
12-13 Nov 13	11-12 Feb 14	13-14 May 14	12-13 Aug 14

UNIT RADIATION SAFETY OFFICER (URSO) TRAINING

1. **PURPOSE:** Unit Radiation Safety Officer (URSO) training is a requirement in DA PAM 385-24, chapter 7 and applicable Nuclear Regulatory Commission regulations and licenses.
2. **DESCRIPTION:** This training provides individuals with an understanding of the principles of radiation safety, radioactive material management and the potential hazards of radiation contamination. It is mandatory that each individual appointed as an URSO or alternate URSO in direct support of Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) maintenance shops, tritium fire control repair shop, calibration facility, dosimetry custodian, personnel work with Radio Frequency radiation or consolidated supply commodity warehouse understand the procedures for proper management of the radiation safety program.
3. **LOCATION:** URSO training is available at Fort Leonard Wood, Missouri <http://www.wood.army.mil/84chem/Courses/Courses.html> or through the use of computer based training modules <https://aeps2.ria.army.mil/commodity/safety/tacomsafety/> or <http://ammo.okstate.edu/>
4. **LENGTH:** 40 hours in classroom, 2-4 hours computer based.
5. **PREREQUISITES:** Individuals assigned as URSOs or alternate URSOs.
6. **ENROLLMENT:** Contact your Unit School's NCO.
7. **INFORMATION:** For more information regarding this training and scheduling contact the Installation Radiation Safety Officer, 239-0517 your unit School NCO or visit the Army Training Requirements and Resource System (ATRRS) for class dates.
8. **SCHEDULE:** Same as above.

ANNUAL RADIATION SAFETY TRAINING

1. **PURPOSE:** Annual radiation safety training is offered to meet the requirements of the initial and annual refresher training required by DA PAM 385-24, Chapter 7, FORSCOM Regulation 385-1 and applicable Nuclear Regulatory Commission regulations and licenses.
2. **DESCRIPTION:** This training provides all individuals working in or frequenting any portion of an area where they may be exposed to radiation or radioactive materials, with an understanding of the characteristics of radiation and its potential health hazards, contamination and safe-handling techniques. It is mandatory that all personnel who work at organization maintenance (turret mechanics and supply) and in direct support of tritium fire control repair shops, Improved Chemical Agent Monitor (ICAM) and Chemical Agent Detector (CAD) shops, Radio Frequency radiation equipment and their supervisors, receive training annually and understands the proper procedures required for the safe handling of radiation commodities.
3. **LOCATION:** Garrison Safety Office, Bldg. 500, Room 12, Fort Riley, KS.
4. **LENGTH:** 2 hours, 0900- 1100.
5. **PREREQUISITES:** N/A
6. **ENROLLMENT:** Call the Garrison Safety Office at 240-0517 to coordinate training.
7. **INFORMATION:** Call Garrison Safety Office, Radiation Safety Office at 239-0517.
8. **SCHEDULE:** Training scheduled upon request.

SAFETY RELATED SERVICES & BRIEFINGS

RESPIRATOR FIT TESTING

1. **PURPOSE:** 29 CFR 1910.134, AR 11-34 and FR 11-34 prescribe responsibilities, policies, and essential elements to establish, execute, and maintain the Army Respiratory Protection Program at Fort Riley. Commanders and Directors will ensure that any operation requiring personnel to wear a respirator for their safety and health are identified and evaluated. Ensure Soldiers and supervisors are properly trained, and personnel required to wear respirators are fit tested.
2. **COURSE DESCRIPTION:** Presentation describes why the respirator is necessary, limitations and capabilities of the respirator, how to effectively use the respirator in normal and emergency situations, inspection procedures, donning and doffing, proper fitting, seal checks, care, maintenance, proper storage procedures and responsibilities of unit respiratory program managers. Fit testing will be conducted after presentation.
3. **LOCATION:** Coordinate with Garrison Safety Office.
4. **LENGTH:** 15-30 Minute Presentation.
5. **PREREQUISITES:** Unit/Activity must submit a copy of unit/activity Respiratory Protection SOP for review. All employees and Soldiers identified by duty position or job tasks that require respiratory protection are fit tested. This includes all personnel who are first responders. Personnel **MUST** be medically cleared by the Occupational Health Representative (239-7042) at Irwin Army Community Hospital prior to fit testing. Supervisors must attend training with their employees/Soldiers.
6. **ENROLLMENT:** Call the Garrison Safety Office at 239-0517.
7. **INFORMATION:** Call the Garrison Safety Office at 239-0517.
8. **SCHEDULE:** Fit Test needs to be scheduled **at least 48 hours in advance**. Need at least 10 personnel for on-site fit testing. If less than 10, Fit Test will be conducted at the Garrison Safety Office, Bldg 500, Room 17.

CHILD PASSENGER SEAT INSTALLATION

1. **PURPOSE:** The Kansas Traffic Safety Resource Office has designated the Garrison Safety Office as a Certified 2013 Child Passenger Inspection Station.
2. **DESCRIPTION:** The Garrison Safety Office has six certified Child Passenger Seat Installation Technicians who can install and inspect your child passenger seat for correct installation according to the manufacturer's specification. In addition, technicians provide training to parents to select an appropriate child passenger seat according to weight/height and body proportion and determine when to transition from one type of seat to the next.
3. **LOCATION:** Coordinate with Garrison Safety Office.
4. **LENGTH:** 30 Minute Installation/Presentation.
5. **PREREQUISITES:** None.
6. **ENROLLMENT:** Call the Garrison Safety Office at 239-0517.
7. **INFORMATION:** Call the Garrison Safety Office at 239-0517.
8. **SCHEDULE:** As needed. Parents may come to the Garrison Safety Office with their vehicle, child and passenger seat and a child passenger seat technician will assist them. Please call first to coordinate date/time.

SEVERE WEATHER BRIEFING

1. **PURPOSE:** To provide units and Directorates with information that will enable the individual to develop safe responses and emergency action plans for severe weather. This briefing is recommended for Soldiers, DA Civilians and Family Readiness Groups.
2. **DESCRIPTION:** The briefing is designed to educate Soldiers and civilians on methods to plan for severe weather, primarily tornados. Briefing topics include severe weather statistics, severe weather indicators, and severe weather emergency planning procedures. Soldiers and civilians will receive information on local weather information resources.
3. **LOCATION:** Upon Request.
4. **LENGTH:** 15-30 Minutes.
5. **INFORMATION:** Call the Garrison Safety Office at 240-0647 or 239-2514.
6. **SCHEDULE:** Scheduled as needed.

**ENVIRONMENTAL
DIVISION
DIRECTORATE OF
PUBLIC WORKS
(DPW)**

SECTION IX

ENVIRONMENTAL MANAGEMENT SYSTEM OVERVIEW BRIEFING

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS, OR, upon request, at individual unit/activity locations
2. **TARGET AUDIENCE:** Units and activities having soldiers, employees or both that train or work at Fort Riley.
3. **LENGTH:** 1/2 hour
4. **PURPOSE:** To assist leaders, soldiers and employees in executing their responsibilities in compliance with environmental statutes, regulations and policies.
5. **COURSE DESCRIPTION:** This briefing provides an overview of the installation's Environmental Management System (EMS), including its requirements for: storage and handling of hazardous materials, hazardous waste, universal waste and other controlled materials; spills response; the military munitions rule; the fort's mandatory recycling program; and, natural and cultural resources conservation. This briefing includes a discussion of areas of responsibilities that leaders, soldiers and employees face in meeting the requirements of state and federal regulations and the installation's Environmental Management Plan.
6. **ADMINISTRATIVE INSTRUCTIONS:** To enroll, call the Environmental Division, Training Office, at 239-0446. Specific topics covered during the briefing will be tailored to the mission and other responsibilities of the unit or activity receiving the briefing.
7. **PREREQUISITES:** None
8. **POC:** Training Office, Environmental Division, DPW, 239-0446
9. **FY14 SCHEDULE:** Scheduled upon request

ENVIRONMENTAL TEAM TRAINING (INITIAL)

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Personnel, including the military, Department of Army Civilians and Contractors, who are members of their organization's Environmental Team.
3. **LENGTH:** 2 days, 0900-1600 both days
4. **PURPOSE:** To certify Environmental Team Leaders and Members in accordance with the installation's Environmental Management Plan. Environmental Team Leaders and Environmental Team Members must complete this course within 60 days of their appointment to their unit's or activity's Environmental Team.
5. **COURSE DESCRIPTION:** This course provides in-depth instruction concerning the installation's Environmental Management System (EMS), including its requirements for: storage and handling of hazardous materials, hazardous waste, universal waste and other controlled materials; spills response; the military munitions rule; the fort's mandatory recycling program; and, natural and cultural resources conservation. It informs Environmental Team Leaders and Members of their specific responsibilities in meeting the requirements of state and federal regulations and the installation's Environmental Management Plan, including their responsibilities for record keeping and conducting regulatory compliance inspections. Students conduct a regulatory compliance inspection of a motor pool or environmental site.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction and instructor guided site inspection. Certificates of Training will be issued. This class has a minimum participant number of 8 students. Onsite training can be arranged. No shows will be reported to the organization's chain of command. To enroll, call the Training Office, Environmental Division, DPW at 239-0446.
7. **PREREQUISITES:** Environmental Team Leader or Member appointment.
8. **POC:** Training Office, Environmental Division, DPW, 239-0446.
9. **FY14 SCHEDULE:**

7-8 OCT 13	3-4 FEB 14	2-3 JUN 14	22-23 SEP 14
28-29 OCT 13	3-4 MAR 14	23-24 JUN 14	
4-5 NOV 13	24-25 MAR 14	7-8 JUL 14	
18-19 NOV 13	7-8 APR 14	21-22 JUL 14	
2-3 DEC 13	21-22 APR 14	4-5 AUG 14	
6-7 JAN 14	5-6 MAY 14	18-19 AUG 14	
27-28 JAN 14	19-20 MAY 14	8-9 SEP 14	

ENVIRONMENTAL TEAM TRAINING (REFRESHER)

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Personnel, including the military, Department of Army Civilians and Contractors, who are members of their organization's Environmental Team who completed Environmental Team Training (Initial or Refresher) last calendar year.
3. **LENGTH:** 2 ½ hours, 0900-1130
4. **PURPOSE:** To provide for the Fort Riley Environmental Management Plan established requirement for Environmental Team Leaders and Members to complete Environmental Team Training annually.
5. **COURSE DESCRIPTION:** This course provides a review of the Fort Riley Environmental Management System. It is designed to refresh the knowledge of individual Environmental Team Leaders and Members acquired through completion of their initial Environmental Team Training and to provide information concerning changes in statutes, regulations and policies that affect their responsibilities as members of their unit's or organization's Environmental Team.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. This class has a minimum participant number of 6 students. Onsite training can be arranged. No-shows will be reported to the organization's chain of command. To enroll, call the Training Office, Environmental Division, DPW at 239-0446.
7. **PREREQUISITES:** Successful completion of initial Environmental Team Training or Refresher training and current additional duty as an Environmental Team Leader or Member.
8. **POC:** Training Office, Environmental Division, DPW, 239-0446.
9. **FY 14 SCHEDULE:**

21 OCT 13	17 MAR 14	11 AUG 14
25 NOV 13	14 APR 14	25 AUG 14
9 DEC 13	28 APR 14	15 SEP 14
16 DEC 13	12 MAY 14	29 SEP 14
13 JAN 14	9 JUN 14	
10 FEB 14	14 JUL 14	
24 FEB 14	28 JUL 14	

BATTERY HAZARD AWARENESS (CODE NAME LITHIUM) TRAINING

1. **LOCATION:** Hazardous Materials Processing Center, Bldg 1930, Camp Funston OR, upon request, at individual unit/activity
2. **TARGET AUDIENCE:** Personnel, who receive, store, issue, or transport for disposal lithium batteries and those who use equipment containing those batteries. This training has been endorsed by the U.S. Army Communication - Electronics Command (CECOM)
3. **LENGTH:** 1 ½ hours
4. **PURPOSE:** This training provides hands-on users guidance in the safe use, storage and disposal of lithium and other batteries used on Fort Riley.
5. **COURSE DESCRIPTION:** This course includes training on the characteristics and hazards associated with the various lithium batteries used on Fort Riley. It also provides instruction on health, safety and personal protective equipment.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Onsite training can be arranged. To enroll, call Hazardous Material Processing Center, Bldg 1930 at 239-2305.
7. **PREREQUISITES:** None.
8. **POC:** Hazardous Material Processing Center, Environmental Division, DPW, 239-2305.
9. **FY14 SCHEDULE:** Scheduled upon request.

CONSTRUCTION STORMWATER POLLUTION PREVENTION TRAINING

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Soldiers and Department of the Army Civilians who design and construct facilities on Fort Riley as well as employees of Fort Riley's contractors who are construction site personnel.
3. **LENGTH:** 4 Hours
4. **PURPOSE:** To assist Department of Army personnel and Fort Riley's contractors in executing their responsibilities in compliance with the Clean Water Act and its implementing regulations.
5. **COURSE DESCRIPTION:** Topics covered include: permit, inspection and record keeping requirements; Stormwater Pollution Prevention Plans development; and, storm water, sediment and erosion controls at construction sites.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. This class has a minimum participant number of 6 students. To enroll, call Training Office, Environmental Division, Directorate of Public Works at 239-0446.
7. **PREREQUISITES:** None.
8. **POC:** Training Office, Environmental Division, DPW, 239-0446.
9. **FY14 SCHEDULE:**

DATES	TIMES
14 OCT 13	0830 - 1200
13 FEB 14	0830 - 1200
10 APR 14	0830 - 1200
12 JUN 14	0830 - 1200
14 AUG 14	0830 - 1200

DEMOLITION/RENOVATION/HAZWASTE/NET ZERO/BORROW PIT CLASS

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Construction Contractors, Department of the Army Civilians, Corps of Engineers personnel who oversee demolition or renovation projects on Fort Riley.
3. **LENGTH:** 4 Hours
4. **PURPOSE:** To assist Construction Contractors, Department of Army Civilians and Corps of Engineers personnel in executing their responsibilities in compliance with various federal laws covering demolition and renovation of buildings on Fort Riley.
5. **COURSE DESCRIPTION:** Topics covered include: proper disposal of hazardous waste, Asbestos Containing Material Recognition, Lead Based Paint policy, Water Quality program at Fort Riley including an overview of Storm Water Pollution Prevention Plans; and Termiticide reporting requirements. In addition, other topics of discussion include waste diversion/CD landfill operations; borrow pit management, spill response and prevention and Hazardous disposal procedures, water conservation and efficiency (Net Zero Water Initiative), as well as cultural resource awareness and historic preservation awareness.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. This class has a minimum participant number of 6 students. To enroll, call Training Office, Environmental Division, Directorate of Public Works at 239-0446.
7. **PREREQUISITES:** None.
8. **POC:** Training Office, Environmental Division, DPW, 239-0446.
9. **FY14 SCHEDULE:**

DATES	TIMES
14 NOV 13	0830-1200
16 JAN 14	0830-1200
13 MAR 14	0830-1200
15 MAY 14	0830-1200
17 JUL 14	0830-1200
18 SEP 14	0830-1200

HAZARDOUS ANIMALS AND PLANTS OF FORT RILEY BRIEFING

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS, OR, upon request, at individual unit/activity
2. **TARGET AUDIENCE:** Soldiers and civilian employees as well as military family members who are interested in learning more about the hazardous plants and animals that inhabit the area.
3. **LENGTH:** 1 hour
4. **PURPOSE:** To provide information to individuals on potential hazards from plants and wildlife that are found or may be found in training areas and other locations on Fort Riley.
5. **COURSE DESCRIPTION:** This Course teaches personnel what potentially dangerous species might be encountered on Fort Riley and ways to mitigate potential hazards. Topics covered include venomous snakes, spiders, insects; dangerous mammals; wildlife-transmitted diseases; and, toxic plants. Live snakes will be used for developing identification skills.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. To enroll, call the Conservation and Restoration Branch, Environmental Division, Directorate of Public Works at 239-2537
7. **PREREQUISITES:** None.
8. **POC:** Conservation and Restoration Branch, Environmental Division, DPW, 239-2537
9. **FY14 SCHEDULE:** Scheduled upon request

ASBESTOS AWARENESS TRAINING

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Soldiers and Department of Army who perform maintenance and custodial activities that may result in them contacting asbestos-containing materials
3. **LENGTH:** 2 hours
4. **PURPOSE:** To provide information on potential hazards from asbestos containing materials.
5. **COURSE DESCRIPTION:** This training provides information on the characteristics of asbestos, the uses of asbestos on Fort Riley, health effects of the exposure to asbestos and personal protective measures.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. To enroll, call Training Office, Environmental Division, DPW at 239-0446.
7. **PREREQUISITES:** none
8. **POC:** Training Office, Environmental Division, DPW, 239-0446
9. **FY 14 SCHEDULE:** Scheduled upon request

LEAD AWARENESS TRAINING

1. **LOCATION:** Environmental Division, DPW, Room 111, Building 407, Fort Riley, KS
2. **TARGET AUDIENCE:** Personnel who engage in lead-based paint removal, recoating or renovation activities
3. **LENGTH:** 3 hours
4. **PURPOSE:** To provide information on potential hazards from lead-based paint.
5. **COURSE DESCRIPTION:** This training provides information on the characteristics of lead, the uses of lead-based paint on Fort Riley, health effects of the exposure to lead and personal protective measures.
6. **ADMINISTRATIVE INSTRUCTIONS:** Classroom instruction. Certificates of Training will be issued. To enroll, call Training Office, Environmental Division, DPW at 239-0446.
7. **PREREQUISITES:** None.
8. **POC:** Training Office, Environmental Division, DPW, 239-0446.
9. **FY14 SCHEDULE:** Scheduled upon request

DHR

SECTION X

**BATTALION PREVENTION LEADER (BPL) - UNIT PREVENTION LEADER (UPL)
TRAINING CERTIFICATION COURSE**

9. **LOCATION:** Military Schools, Digital Training Facility, Bldg 8388, Fort Riley, Kansas
10. **LENGTH:** Monday - Friday 0900-1630. To reach certification soldiers must attend all 5 days of training.
11. **PURPOSE:** To train and certify qualified E-5 and above to assist Commander's in developing and implementing a Unit Substance Abuse Program.
12. **COURSE DESCRIPTION:** Serves to standardize procedures for chain-of custody collection and submission of urine specimens to the Forensic Toxicology Drug Testing Laboratory (FTDTL) for testing, provide prevention, training tools and resources for Battalion Commander's/ Battalion Prevention Leader (BPL) and Company Commanders and their UPL's, and provide BPL/UPL's with student notebooks to assist in their (BPL) and UPL Certification Training. (BPL and UPL's will also receive instruction on how to train soldiers in their units on Drug and Alcohol awareness and how to receive credit for their ASAP training. BPL's/UPL's will also be certified in alcohol testing.
13. **PREREQUISITES:** Battalion Prevention Leader (BPL must be an E-7 or above. Company level UPLs must be E-5 or above. Both BPL/UPL must be Certified by the Army Substance Abuse Program Staff.
14. **ADMINISTRATIVE INSTRUCTIONS:** For certification/re-certification packets please call 239-4151. The number of students will not be more than 16. Registration is recommended to take place at a minimum two weeks prior. There will be five standbys for each class. Students must have all documentation completed for standby status. Certification is good for 18 months.
15. **POINT OF CONTACT:** Tony Eschliman at 239-4151.
16. **FY14 COURSE SCHEDULE:** TBA

ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

1. **LOCATION:** Military Schools, Digital Training Facilities, 8388 Armistead St. (DuPuy Hall)
2. **REPORTING:** 0900. Failure to report on time may constitute loss of space.
3. **LENGTH:** 7 hours, 0900-1630.
4. **PURPOSE:** Army Records Information Management System (ARIMS) is a web-based program designed for managing government records. This class provides information about using the ARIMS web site and its tools; principles of records management; Freedom of Information Act (FOIA) and the Privacy Act; and how to create an Office Records List. ARIMS training is for individuals (Action Officers and Records Coordinators) who are required to create or manage government records as part of their job requirements. Military service members, civil servants, and government contract employees are eligible to attend this class and must have a valid Army Knowledge Online (AKO) e-mail account.
5. **PREREQUISITES:** This course is for persons responsible for creating and maintaining records.
6. **ADMINISTRATIVE REQUIREMENTS:** Students completing the course will receive a Certificate of Training. To use the Digital Training Facility's classroom computers, a current AKO e-mail address must be provided at the time of class enrollment. The cut-off for student registration is 3 working days before the class date.
7. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling the Administrative Services Division, DHR, 239-2901/2742.
8. **FY14 SCHEDULE:** **TBD**, contact POC for class dates.

PUBLICATIONS MANAGEMENT

SUB-ACCOUNT HOLDERS AND PUBLICATION OFFICERS

1. **LOCATION:** Bldg 210 Room 007 DHR Training Center
2. **REPORTING:** 0900 hours. Failure to report on time may constitute loss of space.
3. **LENGTH:** 6 hours, 0900-1600 hours.
4. **PURPOSE:** Publications Management classes are mandatory for all primary and alternate Publications Clerks and highly recommended for Publication Officers. This course provides instruction on how to establish and update a unit's 12-Series account; how to determine requirements for new and existing equipment; how to establish and manage a tracking system for the receipt and distribution of publications; how to access electronic publications and forms; and how to control classified publications and forms.
5. **PREREQUISITES:** This course is for persons responsible for managing a unit's publications account. Prospective publications clerks must have a valid AKO account and a Riley domain account to be eligible to serve in this position.
6. **ADMINISTRATIVE NOTES:** Students completing the course will receive a Certificate of Training.
7. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling Directorate of Human Resources, Administrative Services Division, at 239-3283.
9. **FY14 SCHEDULE:** TBA

OFFICIAL MAIL TRAINING COURSE

1. **LOCATION:** Military Schools, Digital Training Facilitie, 8388 Armistead St. (DuPuy Hall)
2. **LENGTH:** 0900-1400
3. **PURPOSE:** To provide training for secretaries, administrative personnel, and those designated as official mail Handlers on procedures for processing official mail. This course covers Private Express Statutes, material that cannot be mailed, classification of mail, special postal services and discounts, international mail requirements, postage and fees, penalties for private use, protection of mail, addressing mail, cost-saving methods to include other methods of communicating, and shipping material. Training objectives will be continuously reinforced by routine distribution of current postal information.
4. **PREREQUISITES:** None
5. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling the Postal Operations Center, (785) 239-5411/5200.
6. **FY 14 COURSE SCHEDULE:** TBD, contact POC for class dates.

UNIT MAIL SERVICE TRAINING COURSE

1. **LOCATION:** Military Schools, Digital Training Facilities, 8388 Armistead St. (DuPuy Hall)
2. **LENGTH:** 0900-1630
3. **PURPOSE:** To provide training on the management of unit mailroom operations; the importance of safeguarding mail; handling of accountable mail; timely delivery; and the serious consequences of mishandling mail. Reference: DOD 4525.6-M and AR 600-8-3.
4. **PREREQUISITES:** Prospective mail clerks must be designated in writing, have a minimum of 20 days OJT in the unit mailroom, and be eligible for a Secret clearance.
5. **ADDITIONAL INFORMATION:** DOD 4525-6-M requires all mailroom personnel to attend formal training, additionally, unit mail clerks will also need to pass the written test before entering into mailroom duties. The number of designated mail clerks or mail orderlies and alternates shall be held to a minimum, consistent with the requirement to handle mail efficiently and effectively. Units must have a minimum of one primary unit mail clerk and at least one alternate (two recommended), as well as one postal officer and alternate appointed at all times.
6. **POINT OF CONTACT:** Enrollment can be taken telephonically by calling the Postal Operations Center at, (785) 239-5411 or 5200.
7. **ADMINISTRATIVE REQUIREMENTS:** Training Guide can be downloaded from the Intranet at: [Introduction to Unit Mailroom Training Guide](#). The cut-off for student registration is 3 working days before the class date. Exception to policy is on a case by case base.
8. **FY 14 COURSE SCHEDULE:** **TBD**, contact POC for class dates.

11D C4 SKILLS TRAINING COURSES

SECTION XI

COMPUTER CONCEPTS AND APPLICATIONS

1. **LOCATION:** 11D C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course will provide opportunities for students to extend their knowledge and provide hands-on experience in creating various types of

5. **COURSE DESCRIPTION**

- Provides an introduction to basic computer concepts and includes hands-on use of microcomputers using common software applications.
- Emphasizes the proper use of software applications including typical features of office suites such as word processing, spreadsheets, database systems, presentation software, browsers, and other features found in current software packages.
- Provides the students with an understanding of common computer concepts and will be able to utilize common software applications.

6. **PREREQUISITE:** None

7. **ADMINISTRATIVE INSTRUCTIONS:**

- Schedule available at <http://www.11d.army.mil/UnitPage.aspx?unit=G6>
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil

8. **POINT OF CONTACT:** Stan Bonner, 240-4149
9. **FY14 SCHEDULE:** TBD, contact POC for class dates.

CUSTOMER SERVICE

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course will provide opportunities for students to extend their knowledge and provide hands-on experience in creating various types of

5. COURSE DESCRIPTION

- Provides an overview of the focus of internal and external customers, the enhancement of customer relationships, the significance of market research with respect to customers.
- Emphasizes the design and redesign of customer service strategies.
- Introduce students to the differences between internal and external customers in a service and manufacturing organization.

6. **PREREQUISITE:** None

7. ADMINISTRATIVE INSTRUCTIONS:

- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil

8. **POINT OF CONTACT:** Stan Bonner, 240-4149

9. **FY14 SCHEDULE:** TBD, contact POC for class dates.

HUMAN RELATIONS IN BUSINESS

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course will provide opportunities for students to extend their knowledge and provide hands-on experience in creating various types of

5. **COURSE DESCRIPTION**

- Emphasizes the importance of human relations as it applies to work within an organization as well as to everyday life.
- Prepares the student to function within diverse groups of people.
- Provides an overview on problem solving, group dynamics, teamwork, communication, leadership styles, and business etiquette.
- Presents the students the industry standard theories in human relations.

6. **PREREQUISITE:** None

7. **ADMINISTRATIVE INSTRUCTIONS:**

- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil

8. **POINT OF CONTACT:** Stan Bonner, 240-4149

9. **FY14 SCHEDULE:** TBD, contact POC for class dates.

DATABASE MANAGEMENT

1. **LOCATION:** IID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course will provide opportunities for students to extend their knowledge and provide hands-on experience in creating various types of

5. **COURSE DESCRIPTION**

- Presents students the theories, information and training in the concepts of database management systems using microcomputer database software to apply and validate these concepts.
- Provides students the Database design methodology.
- Enables students to learn how to create a microcomputer DBMS and generate solutions to implement a business application.
- Allows students create tables, input forms, sub-forms, switchboard forms, filters, select and action queries, reports and sub-reports, and macros.
- Emphasizes how text and spreadsheet data is imported into the database, and database objects are shared with and exported to other programs.
- Presents concepts on how to distribute data using a private internal intranet or the public Internet, and examines database security issues.

6. **PREREQUISITE:** None

7. **ADMINISTRATIVE INSTRUCTIONS:**

- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil

8. **POINT OF CONTACT:** Stan Bonner, 240-4149
9. **FY14 SCHEDULE:** TBD, contact POC for class dates.

NETWORK+ CERTIFICATION

1. **LOCATION:** IID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 80 hours (10 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course covers the OSI model, features, and functions of network components, networking protocols, and the skills needed to install, configure, and troubleshoot basic networking hardware devices.
5. **COURSE DESCRIPTION:** This course covers the OSI model, features, and functions of network components, networking protocols, and the skills needed to install, configure, and troubleshoot basic networking hardware devices. Week one is focused on course content; week two is exam preparation.
6. **COURSE TOPICS**
 - Basic Networking
 - Network Connectivity
 - Network Media
 - TCP/IP Protocol Suite
 - Network Appliances
 - Wireless Routing
 - Remote Access
 - WAN technologies
 - Security
 - Network Storage
 - Fault Tolerance
 - Backup and Restore
 - Troubleshooting
7. **PREREQUISITES:**
 - Information Assurance Fundamentals Training Course (previously called IASO course) at <https://ia.signal.army.mil>. Estimated time: 2-3 working days. Using AKO or CAC logon, go to courses and click on the Information Assurance Fundamentals link (under Ft Gordon Online Courses).
 - Army E-learning Network + 2009 modules at <https://usarmy.skillport.com> (CIO G6/NETCOM IA Network+ 2009). Estimated time 3-4 working days.
 - Working in an Information Assurance Technical Level I/II or Management Level I IA position and have appointment orders, a signed Privileged-Level Access Agreement (PAA), and a signed Acceptable Use Policy (AUP) uploaded in Army Training and Certification Tracking System (ATCTS).

- Pass CompTIA pre-assessment test at <http://currency.comptia.org/dod> with at least 75% passing score. Upload final score report in ATCTS user profile under the “pre-test results” box found at the bottom of the user profile page. Logon with OPR and password OPR1.
- Recommend attending IT Basic Networking and Cisco Routing prior to attending.

8. **ADMINISTRATIVE INSTRUCTIONS:**

- All prerequisites must be completed prior to attending class
- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
- Submit signed voucher request form to POC NLT the Friday before the course starts. Voucher request form can be found on ATCTS under “Compliance Information” on the homepage tab.
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil

9. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The C4 Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.

a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.

b. Once you reserve a class seat, arrange reimbursement by having your units’/commands’ budget POC contact Mr. Gary L. West, MSE G8 at 785-240-1324/ DSN: 520-1324, gary.l.west@us.army.mil. Mr. West will require the following information.

- 1) Full Name and SSN of each service member;
- 2) Name, date and cost of each course service member will attend;
- 3) Reimbursement authorization:
 - a) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person’s Name, Phone# and email address.
 - b) Non-GFEBS customers address your DD448 to:

Commander 1st Infantry Division
ATTN: MSE G8 (Gary L. West)
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702

c) Mr. Stan Bonner, Coordinator, IID C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

d) Total Cost per Student is \$1067.66. This includes all training material and testing voucher.

10. **POINT OF CONTACT:** Stan Bonner, 240-4149

11. **FY14 SCHEDULE: TBD,** contact POC for class dates.

IT NETWORKING AND CISCO ROUTING

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed to provide students with little or no background in IP communications a working knowledge of IP Addressing and Cisco routing basics. Each block of instruction contains both lecture and hands-on labs. The course is also recommended as a refresher course for personnel currently involved with IP communications.
5. **COURSE DESCRIPTION**
 - ☐ Familiarize students with basic topics (OSI model, TCP/IP protocol stack, etc.).
 - ☐ Instruct students in techniques used for IP subnetting and IP address allocation.
 - ☐ Instruct students in Layer 2 switching technology.
 - ☐ Introduce and familiarize students with Cisco router hardware and IOS.
 - ☐ Provide students with a working knowledge of how routers route IP packets.
 - ☐ Introduce students to IP Unnumbered router operations.
 - ☐ Instruct students on the OSPF routing protocol and how to implement in single area operations.
6. **PREREQUISITE:** None
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
 - Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil
8. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The 1ID C4 Skills Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.
 - a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.
 - b. Once you reserve a class seat, arrange reimbursement by having your units'/commands' budget POC contact Mr. Gary L. West, MSE G8 at 785-240-1324/ DSN: 520-1324, gary.l.west@us.army.mil. Mr. West will require the following information.
 - 4) Full Name and SSN of each service member;

- 5) Name, date and cost of each course service member will attend;
- 6) Reimbursement authorization:
 - c) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person's Name, Phone# and email address.
 - d) Non-GFEBS customers address your DD448 to:
Commander 1st Infantry Division
ATTN: MSE G8 (Gary L. West)
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702

c. Total Cost per Student is \$544.95.

d. Mr. Stan Bonner, Coordinator, 11D C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

- 9. **POINT OF CONTACT:** Stan Bonner, 240-4149
- 10. **FY14 SCHEDULE:** **TBD**, contact POC for class dates.

COMPTIA A+ COURSE

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 120 hours (15 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** Prepares student for CompTIA A+ certification.
5. **COURSE DESCRIPTION:** This course covers the basic knowledge used to support microcomputers including installation, repair, configuration, troubleshooting, optimization, and diagnosis and preventative maintenance. Week one focuses on the CompTIA A+ Essentials exam and week 2 on the CompTIA Practical Application exam. Certification testing will not be done at the end of this course. Coordination can be made for testing upon completion of the course.
6. **COURSE TOPICS**
 - CompTIA A+ Essentials
 - CompTIA A+ Practical Application
7. **PREREQUISITE:** None required. Suggest A+ candidates have a basic knowledge of computers.
8. **ADMINISTRATIVE INSTRUCTIONS:**
 - Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
 - Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil
9. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The 1ID C4 Skills Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.
 - a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.
 - b. Once you reserve a class seat, arrange reimbursement by having your units'/commands' budget POC contact Mrs. Debra Dougherty, MSE G8 at 785-240-1324/ DSN: 520-1324, debra.dougherty2@us.army.mil. Mr. West will require the following information.
- 7) Full Name and SSN of each service member;

- 8) Name, date and cost of each course service member will attend;
- 9) Reimbursement authorization:
 - e) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person's Name, Phone# and email address.
 - f) Non-GFEBS customers address your DD448 to:
Commander 1st Infantry Division
ATTN: Mrs. Debra Dougherty, MSE G8
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702
- c. Total Cost per Student is \$1403.82. This includes all training material and testing voucher.
- d. Mr. Stan Bonner, Coordinator, 1ID C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

10. **POINT OF CONTACT:** Stan Bonner, 240-4149

11. **FY14 SCHEDULE:** **TBD**, contact POC for class dates.

HELP DESK FUNDAMENTALS

1. **LOCATION:** IID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course will provide opportunities for students to extend their knowledge and provide hands-on experience in creating various types of help desk situations.
5. **COURSE DESCRIPTION**
 - ☐ Introduce students to the service concepts, skill sets, career paths, and operations of the help desk industry
 - ☐ Presents help desk theories from an educational perspective and provides an overview of the help desk for individuals interested in pursuing a career in customer support.
 - ☐ Provides an overview of the knowledge, skills, and abilities necessary for employment in the user support industry.
 - ☐ Emphasizes problem-solving and communication skills in addition to technical skills.
6. **PREREQUISITE:** None
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
 - Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil
8. **POINT OF CONTACT:** Stan Bonner, 240-4149
9. **FY14 SCHEDULE: TBD,** contact POC for class dates.

INFORMATION ASSURANCE

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40/80 hours (5/10 days). Length of class depends on subjects presented, please check schedule to determine if class is 5 or 10 days. 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** The Information Assurance class is structured around the equipment and methodologies of the PM WIN-T network. Course is beneficial to leaders, operators, and maintainers of units having JNN equipment in their unit's inventory.
5. **COURSE DESCRIPTION:**
 - Access Control Lists.
 - Cisco Security Monitoring, Analysis, and Response System (CS-MARS)
 - Cisco Intrusion Prevention System (IPS)
 - Cisco Adaptive Security Appliance (ASA)
 - Cisco Security Manager (CSM)
 - eEye Retina Security Scanner
 - Hercules Vulnerability Remediation
 - NetScreen Operations and Security Manager
 - RealSecure Site Protector
6. **PREREQUISITE:** None. Suggest Information Assurance candidates have a basic knowledge of computers and networking.
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
 - Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil
8. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The 1ID C4 Skills Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.
 - a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.

b. Once you reserve a class seat, arrange reimbursement by having your units'/commands' budget POC contact Mr. Gary L. West, MSE G8 at 785-240-1324/ DSN: 520-1324, gary.l.west@us.army.mil. Mr. West will require the following information.

- 1) Full Name and SSN of each service member;
- 2) Name, date and cost of each course service member will attend;
- 3) Reimbursement authorization:
 - a) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person's Name, Phone# and email address.
 - b) Non-GFEBS customers address your DD448 to:
Commander 1st Infantry Division
ATTN: MSE G8 (Gary L. West)
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702

c. Total Cost per Student is \$876.91. This includes all training material and testing voucher.

d. Mr. Stan Bonner, Coordinator, 11D C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

9. **POINT OF CONTACT:** Stan Bonner, 240-4149
10. **FY14 SCHEDULE:** **TBD**, contact POC for class dates.

ADVANCED ROUTING

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** The Advanced Routing course trains students with the required knowledge and skills to deploy, manage, and maintain an IP routed topology in an Army tactical network. The course covers a multitude of topics, but tailors each to make them relevant to deployed Army IP networks. The course consists of lectures on each of the topics with real world scenarios discussed. Each topic includes detailed hands-on labs utilizing the Cisco 2800 series routers.
5. **COURSE DESCRIPTION**
 - Multi-Area Open Shortest Path First (OSPF)
 - Enhanced Interior Gateway Routing Protocol (EIGRP)
 - Introduction to Border Gateway Protocol (BGP)
 - Default Routing
 - Dynamic Multi-Point Virtual Private Networks (DMVPN)
 - Access Control Lists (ACLs)
 - Network Address Translation (NAT) and Port Address Translation (PAT)
 - Route Redistribution
 - Layer 2 Switching
6. **PREREQUISITE:** IT Networking and Cisco Routing Course
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
 - Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: rile.dptmsmsts@conus.army.mil
8. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The 1ID C4 Skills Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.
 - a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.

b. Once you reserve a class seat, arrange reimbursement by having your units'/commands' budget POC contact Mr. Gary L. West, MSE G8 at 785-240-1324/ DSN: 520-1324, gary.l.west@us.army.mil. Mr. West will require the following information.

4) Full Name and SSN of each service member;

5) Name, date and cost of each course service member will attend;

6) Reimbursement authorization:

c) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person's Name, Phone# and email address.

d) Non-GFEBS customers address your DD448 to:

Commander 1st Infantry Division

ATTN: MSE G8 (Gary L. West)

580 1st Div Road

Ft. Riley, KS 66442

Voice: 785-240-1324 FAX: 785-239-0702

c. Total Cost per Student is \$544.95. This includes all training material and testing voucher.

d. Mr. Stan Bonner, Coordinator, IID C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

9. **POINT OF CONTACT:** Stan Bonner, 240-4149

10. **FY14 SCHEDULE:** TBD, contact POC for class dates.

COMPTIA SECURITY+ CERTIFICATION

1. **LOCATION:** IID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 80 hours (10 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed for system security administrators who will be responsible for configuring and managing a secure networking environment and for implementing security measures and policies. During the 10 day instructor-led course, students will learn by lecture and hands-on-labs how to implement a more secure working environment using different methods and components.

5. **COURSE DESCRIPTION**

- Describe the importance of security.
- Identify the different aspects of security within the security Triad.
- Learn the difference between internal and external threats.
- Learn the operating system weaknesses and hardening practices.
- Identify procedures used to establish application security.
- Explain vulnerabilities and mitigation techniques associated with network devices.
- Learn the threats and mitigation techniques associated with different ports and protocols.
- Distinguish between network design elements and components.
- Determine the appropriate network security tools to facilitate network security.
- Implement mitigation techniques associated with wireless networking.
- Understand cryptography and hashing concepts.
- Implement disaster recovery procedures.
- Develop security policies, standards, and guidelines.

6. **COURSE TOPICS**

- Systems Security
- Network Infrastructure Security
- Access Control Lists
- Cryptography
- Organizational Security

7. **PREREQUISITES:**

- Information Assurance Fundamentals Training Course (previously called IASO course) at <https://ia.signal.army.mil>. Estimated time: 2-3 working days. Using AKO or CAC logon, go to courses and click on the Information Assurance Fundamentals link (under Ft Gordon Online Courses).
- Army E-learning Security + 2008 modules at <https://usarmy.skillport.com> (CIO G6/NETCOM IA Security+ 2008). Estimated time 3-4 working days.

- Working in an Information Assurance Technical Level I/II or Management Level I IA position and have appointment orders, a signed Privileged-Level Access Agreement (PAA), and a signed Acceptable Use Policy (AUP) uploaded in Army Training and Certification Tracking System (ATCTS).
- Pass CompTIA pre-assessment test at <http://currency.comptia.org/dod> with at least 75% passing score. Upload final score report in ATCTS user profile under the “pre-test results” box found at the bottom of the user profile page. Logon with OPR and password OPR1.
- Recommend attending IT Basic Networking and Cisco Routing prior to attending.

8. ADMINISTRATIVE INSTRUCTIONS:

- All prerequisites must be completed prior to attending class
- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>
- Submit signed voucher request form to POC NLT the Friday before the course starts. Voucher request form can be found on ATCTS under “Compliance Information” on the homepage tab.
- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to: file.dptmsmsts@conus.army.mil

9. PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL: The 1ID C4 Skills Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.

a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.

b. Once you reserve a class seat, arrange reimbursement by having your units’/commands’ budget POC contact Mr. Gary L. West, MSE G8 at 785-240-1324/ DSN: 520-1324, gary.l.west@us.army.mil. Mr. West will require the following information.

7) Full Name and SSN of each service member;

8) Name, date and cost of each course service member will attend;

9) Reimbursement authorization:

e) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person’s Name, Phone# and email address.

f) Non-GFEBS customers address your DD448 to:
Commander 1st Infantry Division

ATTN: MSE G8 (Gary L. West)
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702

c. Total Cost per Student is \$1083.07. This includes all training material and testing voucher.

d. Mr. Stan Bonner, Coordinator, IID C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

10. **POINT OF CONTACT:** Stan Bonner, 240-4149

11. **FY 14 SCHEDULE:** **TBD**, contact POC for class dates.

MICROSOFT WINDOWS 7 CONFIGURATION (70-680) CERTIFICATION

1. **LOCATION:** 11D C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 80 hours (10 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course meets the requirement for IAT Level I set forth in Department of Defense Directorate 8570.1M.
5. **COURSE DESCRIPTION:** This course covers the Microsoft Certified Technology Specialist (MCTS); Windows 7 Configuration (70-680).

6. **COURSE TOPICS**

- Installing, Upgrading, and Migrating to Windows 7
- Deploying Windows 7
- Configuring Hardware Applications in Windows 7
- Configuring Network Connectivity in Windows 7
- Configuring Access to Resources in Windows 7
- Configuring Mobile Computing in Windows 7
- Monitoring, Backing Up and Restoring Windows 7

7. **PREREQUISITES:**

- Information Assurance Fundamentals Training Course (previously called IASO course) at <https://ia.signal.army.mil>. Estimated time: 2-3 working days. Using AKO or CAC logon, go to courses and click on the Information Assurance Fundamentals link (under Ft Gordon Online Courses).
- Army E-learning Microsoft Certified Technology Specialist (MCTS); Windows 7, Configuration modules at <https://usarmy.skillport.com> (CIO G6/NETCOM IA Microsoft Certified Technology Specialist (MCTS); Windows 7). Estimated time 2-3 working days.
- Working in an Information Assurance Technical Level I or Level II position and have appointment orders, a signed Privileged-Level Access Agreement (PAA), and a signed Acceptable Use Policy (AUP) uploaded in Army Training and Certification Tracking System (ATCTS).

8. **ADMINISTRATIVE INSTRUCTIONS:**

- All prerequisites must be completed prior to attending class
- Schedule available at <http://www.1id.army.mil/UnitPage.aspx?unit=G6>

- Submit FR Form 28 signed by unit approving authority to Military School, bldg 8388, Armistead Drive, 239-9038 or send the electronically signed form to:
rile.dptmsmsts@conus.army.mil

9. **PAYMENT INSTRUCTIONS FOR NON-1ID PERSONNEL:** The C4 Training Facility located in building 509, Ft. Riley Kansas (solely funded by 1st Infantry Division training dollars) was established to facilitate local training for Fort Riley Soldiers. In an effort to make more efficient use of this resource, spaces are available to non-1ID Soldiers on a first come first served bases. Units/Commands of all non-1ID Soldiers will provide reimbursement for course(s) to the 1st Infantry Division prior to the Soldiers acceptance into a course. Anyone interested in attending available course(s) will follow the process listed below.

a. Determine availability of classes in ATRRS and complete the prerequisites listed for the desired course(s) of attendance.

b. Once you reserve a class seat, arrange reimbursement by having your units'/commands' budget POC contact Mrs. Debra Dougherty, MSE G8 at 785-240-3602/ DSN: 520-3602, debra.dougherty2@us.army.mil. Mrs. Dougherty will require the following information.

10) Full Name and SSN of each service member;

11) Name, date and cost of each course service member will attend;

12) Reimbursement authorization:

g) GFEBS Customers will need to provide DODAAC, Funds Center, Cost Center, Functional Area and Responsible Person's Name, Phone# and email address.

h) Non-GFEBS customers address your DD448 to:

Commander 1st Infantry Division
ATTN: Mrs. Debra Dougherty, MSE G8
580 1st Div Road
Ft. Riley, KS 66442
Voice: 785-240-1324 FAX: 785-239-0702

c) Mr. Stan Bonner, Coordinator, 1ID C4 Skills Training Facility, will confirm enrollment once reimbursement authority is received.

d) Total Cost per Student is \$949.66. This includes all training material and testing voucher.

10. **POINT OF CONTACT:** Stan Bonner, 240-4149

11. **FY14 CLASS SCHEDULE:** TBD, contact POC for class dates.

MICROCOMPUTER REPAIR AND UPGRADE

1. **LOCATION:** 11D C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed to provide students with the ability to apply trouble shooting techniques in order to repair personal computers. After completion of the course the students will be able to provide basic repair procedures. Students completing this course will also be able to apply troubleshooting and researching techniques for problem solving.
5. **COURSE DESCRIPTION**
 - Instruct students on how to maintain, upgrade, and repair their microcomputers and understand the family of computers originating from the original PC to the current compatible systems.
 - Provide students with an emphasis on areas of system improvement such as floppy disks, hard disks, central processing units, math coprocessors, power supply improvements, etc. and proper system and component care.
 - Provide students with an Understanding of the components most commonly prone to failure.
 - Introduce students on how to use and recommend powerful diagnostics hardware and software that enables a system to help determine the cause of a problem and how to repair that problem.
 - Familiarize students with the differences between major system architectures - ISA, EISA, MCA, VESA, and PCI
 - Instruct students in the identification of CPU chips used in PC compatible systems.
 - Enable students to make decisions about which kind of system to buy in the future, and how to upgrade and troubleshoot such systems.
6. **PREREQUISITE:** None
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - All prerequisites must be completed prior to attending class
 - Schedule available at <http://www.riley.army.mil/UnitPage.aspx?unit=C4&nav=Svcs-Ed3>.
 - Submit FR Form 28 signed by unit approving authority to Military Schools.
8. **POINT OF CONTACT:** Stan Bonner, 785-240-4149 or stancil.s.bonner.civ@mail.mil

INTRODUCTION TO NETWORKING

1. **LOCATION:** 1ID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed to provide students with little or no background in IP communications a working knowledge of IP Addressing and routing basics. The course is also recommended as a refresher course for personnel currently involved with IP communications.
5. **COURSE DESCRIPTION**
 - Familiarize students with basic topics (OSI model, TCP/IP protocol stack, etc.).
 - Instruct students in techniques used for IP subnetting and IP address allocation.
 - Instruct students in Layer 2 switching technology.
 - Introduce and familiarize students with router hardware and IOS.
 - Provide students with a working knowledge of how routers route IP packets.
 - Introduce students to IP Unnumbered router operations.
 - Instruct students on the OSPF routing protocol and how to implement in single area operations.
6. **PREREQUISITE:** None
7. **ADMINISTRATIVE INSTRUCTIONS:**

Schedule available at <http://www.riley.army.mil/UnitPage.aspx?unit=C4&nav=Svcs-Ed3>.

Submit FR Form 28 signed by unit approving authority to Military Schools, usarmy.riley.1-id.mbx.military-schools-and-troop-school@mail.mil
8. **POINT OF CONTACT:** Stan Bonner, 785-240-4149 or stancil.s.bonner.civ@mail.mil

NETWORKING

1. **LOCATION:** 11D C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed to provide students with an introduction to intermediate networking technologies and prepare students to pass a vendor neutral networking certification exam. This course covers a basic range of material about networking, from OSI, OSPF to IP Addressing, Subnetting, IP Routing and Ethernet Specifications. It only introduces a base knowledge of Network Topologies and Network Schemes.
5. **COURSE DESCRIPTION**
 - Familiarize students with Networks .
 - Instruct students in the Open System Interconnection Specifications (OSI).
 - Instruct students on the OSPF routing protocol and how to implement in multi-area operations.
 - Instruct students in Networking Topologies, connectors and Wiring Standards.
 - Introduce and familiarize students with current Ethernet specifications.
 - Provide students with a working knowledge of IP Addressing and Subnetting.
 - Introduce students to IP Routing.
6. **PREREQUISITE:** None
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - All prerequisites must be completed prior to attending class
 - Schedule available at <http://www.riley.army.mil/UnitPage.aspx?unit=C4&nav=Svcs-Ed3>.
 - Submit FR Form 28 signed by unit approving authority to Military Schools.
8. **POINT OF CONTACT:** Stan Bonner, 785-240-4149 or stancil.s.bonner.civ@mail.mil

ADVANCED MICROCOMPUTER REPAIR & UPGRADE

1. **LOCATION:** IID C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.

PURPOSE: This course is designed to provide students the ability to obtain Industry Standard Certification, which is a standard developed to provide worldwide recognition for microcomputer service technicians. This hands-on course reviews all basic concepts and theory taught in Microcomputer Repair and Upgrade and then continues on with the advanced features of all aspects of microcomputers including configuring, upgrading memory, troubleshooting and repair.

4. **COURSE DESCRIPTION**

- Instruct students on how to Identify, install and remove PC Components
- Provide students with the ability to analyze different CPU architectures, different system board architecture, disk drives and disk controllers.
- Instruct students on areas of system improvement such as thumb drives, hard disks, central processing units, math coprocessors, power supply improvements, etc. and proper system and component care.
- Introduce students on how to repair systems based on troubleshooting outcomes use and recommend powerful diagnostics hardware and software that enables a system to help determine the cause of a problem and how to repair that problem.
- Familiarize students with the differences between maintaining and modifying different system configurations.
- Instruct students in the troubleshoot input devices, disk drives, power supplies, and motherboard.
- Enable students to demonstrate appropriate oral communication skills when explaining PC problems to customers make decisions about which kind of system to buy in the future, and how to upgrade and troubleshoot such systems.

5. **PREREQUISITE:** Micro Computer Repair & Upgrade
6. **ADMINISTRATIVE INSTRUCTIONS:**
 - All prerequisites must be completed prior to attending class
 - Schedule available at <http://www.riley.army.mil/UnitPage.aspx?unit=C4&nav=Svcs-Ed3>.
 - Submit FR Form 28 signed by unit approving authority to Military Schools.
7. **POINT OF CONTACT:** Stan Bonner, 785-240-4149 or stancil.s.bonner.civ@mail.mil

NETWORKING II

1. **LOCATION:** 11D C4 Skills Training Facility, 509 Huebner Rd.
2. **REPORTING:** 0850 hours on first day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** 40 hours (5 days). 0900-1630 hrs Mon-Fri. No classes on Federal holidays. Report as scheduled each day of class.
4. **PURPOSE:** This course is designed to provide an introduction to advanced networking technologies and prepare students to pass a vendor neutral networking certification exam. This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in-depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of real world examples of networking issues from a professional's standpoint, making it a practical preparation for the real world.
5. **COURSE DESCRIPTION**
 - Instruct students in Switching and Virtual LANs (VLANs).
 - Introduce and familiarize students with Wireless Technologies.
 - Provide students with a working knowledge of Authentication and Access Control.
 - Introduce students to Network Threats and Mitigation.
 - Familiarize students with Wide Area Networks .
 - Instruct students in the Command Line Tools and Software and Hardware Tools
 - Instruct students on Network Troubleshooting, Network Management and Optimization.
6. **PREREQUISITE:** Networking I
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - All prerequisites must be completed prior to attending class
 - Schedule available at <http://www.riley.army.mil/UnitPage.aspx?unit=C4&nav=Svcs-Ed3>.
 - Submit FR Form 28 signed by unit approving authority to Military Schools.
8. **POINT OF CONTACT:** Stan Bonner, 785-240-4149 or stancil.s.bonner.civ@mail.mil

COMET

SECTION XII

STANDARD ARMY MAINTENANCE SYSTEM-ENHANCED (SAMS-E) RECERTIFICATION

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **COURSE:** COM200
3. **LENGTH:** 8 hours (1 Days). 0900 – 1630. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** To provide a summarized re-certification and refresher sustainment training in duties and responsibilities for a SAMS-E Clerk. Using and completing practical exercises, students review the theory and application of automated tasks. This one day course brings the clerk up to date with any changes to software and provides a recertification tool for skill set validation when using SAMS-E. This course covers the fundamental skills needed to build equipment back in SAMS-E from scratch. The Standard Army Maintenance System (SAMS) consists of a collection of applications that provide Army users and logistics personnel easy access to day-to-day weapon systems and sub-component readiness status, maintenance and repair parts information, and facilitate their associated management functions.
5. **PREREQUISITES:**
 - a. Must have completed SAMS-E Operators course.
6. **ADMINISTRATION:**
 - a. Number of students will not be less than 8 or more than 22 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Students must attend all 6 hours to receive credit.
7. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-5432.

**1ST INFANTRY DIVISION
SUPPLY CHAIN TRAINING**

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **COURSE:** COM401
3. **LENGTH:** 40 hours (5 Days). 0900 – 1630. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** The training is built around the roles of supply room operations how it relates to the area of CSDP and property accountability. Areas of emphasis will target OCIE, absentee baggage, component HR's, key control, operational and basic loads as well as other areas that impact CSDP. Training encompasses the 92Y skill level 1 & 2. PBUSE training is a prerequisite for this course. To enroll in the course, contact Mr. Timothy Pope at
5. **PREREQUISITES:**
 - a. Must have PBUSE roles assigned by unit commander
 - b. Must have LIW access
6. **ADMINISTRATION:**
 - a. Number of students will not be less than 8 or more than 22 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Students must attend all 6 hours to receive credit.
7. **POINT OF CONTACT:** Mr Michael Buse, COMET Team lead at 785-240-1217

**1ST INFANTRY DIVISION
SUPPLY SERGEANT COURSE**

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **COURSE:** COM300
3. **LENGTH:** 40 hours (5 Days). 0900 – 1630. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** The training is built around the roles of supply room operations how it relates to the area of CSDP and property accountability. Areas of emphasis will target OCIE, absentee baggage, component HR's, key control, operational and basic loads as well as other areas that impact CSDP. Training encompasses the 92Y skill level 1 & 2. PBUSE training is a prerequisite for this course. To enroll in the course, contact Mr. Timothy Pope at
5. **PREREQUISITES:**
 - a. Must have PBUSE roles assigned by unit commander
 - b. Must have LIW access
6. **ADMINISTRATION:**
 - a. Number of students will not be less than 8 or more than 22 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Students must attend all 6 hours to receive credit.
7. **POINT OF CONTACT:** Mr Michael Buse, COMET Team lead at 785-240-1217

1ST INFANTRY DIVISION COMPANY XO COURSE

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **LENGTH:** 16 hours (2 Days). 0900 – 1630. No classes will be conducted on Federal Holidays.
3. **COURSE:** COM100
4. **COURSE DESCRIPTION:** The training is built around the Co XO's maintenance and supply duties at the company level. It focuses on commander responsibilities, CSDP, CMDP, PBUSE and SAMS-E. Instruction will incorporate IG Trends, Techniques, Tactics and Procedures as well as pest practices. Students will receive hands on instructions using SAMS-E and PBUSE with a concentration on reports and management tools. Students will also receive training on how to access tools within LIW. Upon completion, students will be able to review and interpret all SAMS-E and PBUSE products pertaining to unit readiness, property accountability and have a full understanding of the importance and time needed to accomplish maintenance and property accountability functions
5. **PREREQUISITES:**
 - a. PBUSE roles assigned by unit commander
 - b. LIW Access
6. **ADMINISTRATION:**
 - a. Number of students will not be less than 8 or more than 22 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Students must attend all 16 hours to receive credit.
7. **POINT OF CONTACT:** Mr. Michael Buse, COMET Team Lead at 785-240-1217.

1ST INFANTRY DIVISION
LOGISTICS INFORMATION WAREHOUSE TRAINING

1. **LOCATION:** Military Schools Facility, Building 8388.
2. **COURSE:** COM400
3. **LENGTH:** 8 hours (1 Day). 0900 – 1630. No classes will be conducted on Federal Holidays.
4. **PURPOSE:** The target audience is supply sergeants, PLL clerks, Motor Sergeants and Support Operations. The application ILAP will be covered in the following areas; Exchange pricing reports and recoverable, O26 Maintenance Report, Unit checkbook (Funds consumed per DODAAC) and ability to identify roll over document numbers and use parts tracker for status. This is a general overview of the capabilities of LIW as it relates to units on Fort Riley.
5. **PREREQUISITES:**
 - b. Must have LIW access
6. **ADMINISTRATION:**
 - a. Number of students will not be less than 8 or more than 22 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
 - c. Students must attend all 6 hours to receive credit.
7. **POINT OF CONTACT:** Mr Michael Buse, COMET Team lead at 785-240-1217

ADDITIONAL COURSES

SECTION XIII

EQUAL OPPORTUNITY LEADERS COURSE

1. **LOCATION:** Bldg. 8388, Armistead Street
2. **LENGTH:** 6 days, 60 hours, 0900-1700 Monday-Monday
3. **PURPOSE:** To train qualified Officers and NCO's as Battalion and Company level Equal Opportunity Leaders who will advise and assist Commanders in the implementation and assessment of their EO programs.
4. **COURSE DESCRIPTION:** Equal Opportunity Leaders (EOLs) assist Commanders at the Battalion-level and below in carrying out the Equal Opportunity Program within their units.
5. **PREREQUISITES:**
 - (A) Have a minimum of one year remaining at Fort Riley or assigned to the unit requesting the training of an EOL upon completion of the course.
 - (B) Be able to assist commanders in addressing EO climate detractors.
 - (C) Be in the grade of SGT (P) -1LT.
 - (D) Be motivated and capable of performing EO duties.
 - (E) Possess strong leadership qualities and good communication skills.
 - (F) Be of good morals and character with no adverse action pending or processed.
 - (G) Be able to assist the commander in the conduct of unit climate assessments.
 - (H) Be prepared to assist the commander in the conduct of EO training.
 - (I) Willing to establish and maintain liaison with other EOLs and with the EOA at higher headquarters.
 - (J) Be able to assist the commander and assigned project officers in preparing and conducting ethnic observances and special commemorations.
 - (K) Be able to assist complainants by referring them to the appropriate agency for assistance. Complaints referred to another agency will be reported to the EOA. EOLs may not conduct investigations and are not trained to fully advise AR 15-6 investigating officers in their conduct of EO complaint investigations.
 - (L) Be able to serve as a resource person for EO matters in the unit.
6. **ADMINISTRATIVE INSTRUCTIONS:** No Later Than two weeks prior to class start date, submit FR Form 28 signed by the proper Approving Officials within the Chain of Command to: rile.dptmsmsts@conus.army.mil Students will be issued handouts and note-takers for guidance throughout the course. Race, ethnicity, or gender should not be a driving factor in selecting an EOL for attendance at this course. Students will need to report with their Duty Appointment Orders and a Memorandum from their Company Commander acknowledging your attendance in the course and that he/she has released the student to attend the course for the required duration. A standby list will be prepared during in-processing for those who do not have a reservation in ATRRS. Seats will be filled from no-shows in order to fill remaining seats.
7. **POINT OF CONTACT:** SFC Duhart, 239-8433
8. **FY14 SCHEDULE:**

21-28 OCT 13	23-30 JUN 14
18-25 FEB 14	5-12 AUG 14

FORT RILEY FIRE MARSHALL COURSE

1. **LOCATION:** Fire Department Headquarters, Bldg 1020, Fort Riley, Kansas
2. **LENGTH:** Class starts at 1330 hours and last until approximately 1500.
3. **PURPOSE:** Training is required IAW AR 420-1, Chapter 25 for all Unit/Activity Fire Marshalls. To train Brigade, Directorate, Battalion, Activity, Company, and or Building Fire Marshals as per AR 420-1, Chapter 25 in Fire Prevention. This training could be utilized to reduce the possibility of loss of life and property.
4. **CONCEPT:** The course consists of all applicable paperwork and the use of correct forms, how to conduct a Fire Inspection, Interfacing of the Fire Marshall Program and the Command Inspection Program (CIP), proper Regulations and Fire Safety/Fire Department Overview. This knowledge can be passed to soldiers/employees for the betterment of the Fort Riley Community.
5. **PREREQUISITES:** Personnel must have been appointed on orders, as Brigade, Directorate, Battalion, Activity, Company, and or Building Fire Marshals.
6. **FREQUENCY:** Class is conducted monthly.
7. **INPUT:** Contact Lead Fire Inspector Ivan May, at 240-3713 or ivan.d.may.civ@us.army.mil for future information and scheduling.
8. **FY13, FY14, FY 15 CLASS SCHEDULE:**

2013	2014	2015
28 January	27 January	26 January
25 February	24 February	23 February
25 March	31 March	23 March
22 April	28 April	27 April
20 May	19 May	18 May
24 June	30 June	29 June
22 July	28 July	27 July
26 August	25 August	24 August
23 September	29 September	28 September
28 October	20 October	26 October
25 November	17 November	16 November
16 December	15 December	21 December

OPERATIONS & MAINTENANCE SELF-HELP CLASS TRAINING

1. **LOCATION** : Building 307, Upper Floor, Carter & Holbrook, Main Post Fort Riley, Kansas. Telephone 239-3757
2. **REPORTING** : 0900 Monday-Friday
3. **PURPOSE**: To qualify service members in proper administration for obtaining self-help supplies, proper procedures and techniques necessary in the performance of building self-help maintenance and upkeep. Course includes administrative requirements and procedures on use of military forms and unit self-help records, basic tools, nails, screws and bolts (their uses and size), fasteners for solid and hollow walls, limited masonry repair, proper use of building materials, carpentry, nominal and actual lumber measurements, glazing aluminum and steel sash windows, replacing aluminum screen wire, door maintenance and related door hardware, standard door lock maintenance, limited electrical maintenance/replacement and safety, minor plumbing maintenance/replacement, methods for painting (oil and latex base), vinyl baseboard, minor sheet rock repair, ceiling tile replacement, and floor tile maintenance.
4. **ADMINISTRATIVE INSTRUCTIONS**:
 - a. All service members (primary and standby) must be pre-enrolled and on the class roster. Request must be submitted at least 2 days in advance. Service members shall have 1 year of active duty service left at Fort Riley.
 - b. Service members must be exempt from unit duties and details which might interfere with course participation to ensure that they will receive the full block of instruction and successfully complete the written examination.
 - c. Students that successfully complete the course, are present for all class instruction, and have a test grade of 70 or higher will receive a Certificate of Training and a Self-Help Card.
 - d. No more than two personnel per company/battery sized unit should enroll in the course at any given time. This is necessary to afford all troop units the opportunity to participate. Depending on space availability more personnel will be accepted from each unit. prerequisites: Service member should have some basic knowledge of tools and repair and have at least one year of duty remaining at Fort Riley upon completion of the training or student will be returned to unit.
 - e. The Self-Help School also offers a two hour briefing for Civilians and E-7's and above. This briefing allows Civilians and E-7's and above to call in Priority one and two service orders to the Public Works Service Order Desk, and to pick-up supplies at the Public Works Operations Center. Briefing dates are announced in the Fort Riley Bulletin and the Post Paper.
5. **POC**: Robert Benavente at Public Works Self Help School Phone: 239-3757.
6. **FY14 SCHEDULE**: **TBD**, contact POC for class dates.

ANTITERRORISM AWARENESS LEVEL 1

1. **LOCATION:** On Line: Go to <https://atlevel1.dtic.mil/at/>
2. **TARGET AUDIENCE:** IAW AR 525-13 and DoDI 2000.16; Every Soldier, DoD Employee, and local national or third country citizen in a direct hire status by the Department of Defense. Training will be provided to Defense Contractor Employees as specified in the contract. In addition, dependent Family members ages 14 and older traveling outside CONUS on official business (that is, on an accompanied permanent change of station (PCS) move) will complete Level I AT Awareness Training as part of their pre-departure requirements.
3. **LENGTH:** 1 hour
4. **PURPOSE:** To ensure that all personnel are aware of the terrorist threat and are adequately trained in the application of protective measures.
5. **COURSE DESCRIPTION:** Level I AT Awareness training includes: Introduction to terrorism, terrorist tactics and operations, Individual Protective Measures, terrorists surveillance techniques, improvised explosive device (IED) attacks, kidnapping and hostage survival, and explanation of Terrorist threat Levels and FPCON System levels and measures.
6. **ADMINISTRATIVE INSTRUCTIONS:** **Annual requirement.** Document annual Level I AT Awareness Training in the unit/activity/directorate individual training records IAW AR 350-1, para 4-4
7. **PREREQUISITES:** N/A
8. **POC:** Installation Antiterrorism Specialist, 239-6303
9. **FY14 SCHEDULE:** In addition to the on line training, AT Level I Training is presented monthly in a classroom environment as part of the Installation's New Employee Orientation (NEO).

ANTITERRORISM OFFICER BASIC COURSE

LOCATION: Battle Command Training Center or unless otherwise directed

LENGTH: Course is five days (40 hours).

PURPOSE: To prepare brigade and below Antiterrorism Officers (ATO) with the skills and knowledge required to be an advisor to the commander and provide Antiterrorism (AT) Level I Awareness training. To train students on the roles and responsibilities of a Unit Antiterrorism Advisor. Training includes identifying antiterrorism program requirements, defining terrorism, determining the threat, AT planning and resource requirements, deployment considerations, case studies, and conducting AT awareness training.

REGULATORY:

1. AR 525-13, 5–8. Standard 7. AT Plan

a. Army standard 7. Commanders will develop and maintain comprehensive, proactive AT plans, orders, or other implementing guidance. These plans, orders, and other guidance will implement all applicable Army AT standards. AT plans, orders, and other implementing guidance will not be considered complete unless signed by the commander and exercised.

b. Implementing guidance.

(1) ACOM, ASCC, and DRU Commanders and Director, ARNG will publish guidance (that is, policy supplement, OPORD, AT Plan) to subordinate elements (that is, major subordinate commands, units, installations, facilities, and activities) for execution of AT standards

(2) At a minimum, an AT plan will be developed at garrison, stand-alone activity, and unit (battalion or higher) levels, and also for training and operational deployments (50 or more personnel), training exercises (50 or more personnel), and special events (that is, Independence Day and Armed Forces Day celebrations). AT requirements will be included in the deployment order as an annex or as apart of associated movement security plan.

(3) At a minimum, AT plans will address—

(a) The essential AT program elements (see Standard 1) and standards addressed in this regulation.

(b) Specific threat mitigation measures to establish a local baseline defensive posture. The local defensive posture will facilitate systematic movement to and from elevated security postures, including the application of RAM.

(c) AT physical security measures.

(d) AT measures for HRP, when appropriate.

(e) AT construction and building considerations.

(f) AT measures for logistics and other contracting

(g) AT measures for Critical Asset Security.

(h) AT measures for in-transit movements when appropriate.

(i) Terrorism incident response measures.

(j) Terrorism consequence management measures, including CBRNE and WMD planning, and measures to deal with toxic industrial hazards (TIH), that is, toxic industrial chemical/toxic industrial material (TIC/TIM).

(k) FPCON implementation measures, including site-specific AT measures.

2. AR 525-13, requires that all military personnel and DA civilians receive Level I Antiterrorism awareness training annually, within 12 months prior to deploying or travel outside the United States/Territories from a

certified instructor. A certified instructor is someone who has successfully completed Level II Antiterrorism training.

DESCRIPTION: The level II Antiterrorism Officer course is a FORSCOM funded course, taught by a United States Army Military Police School (USAMPS) Mobile Training Team. The course is offered at Fort Riley twice a year. .

PREREQUISITES:

- Military personnel: Enlisted grades E-6 or above, Warrant and Commissioned officers
- Civilian personnel: GS-05 or above, and contract personnel assigned to duties as AT Officers
- Waivers for U.S. Army personnel below the grade of E-6 will be considered for E-5(P), who have completed the Basic Non-Commissioned Officer Course (BNCOC)
- Any other waiver requests must have strong justification for consideration. Waivers will be submitted to USAMPS through the Installation Antiterrorism Office.
- Must have a minimum of one year remaining at Fort Riley upon completion of the training.

POINT OF CONTACT: Installation Antiterrorism Specialist, 239-6303

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FY14 SCHEDULE: TBD, contact POC for class dates.

FAMILY READINESS TRAINING

1. **LOCATION:** Army Community Service - Bldg 7264, Normandy Drive
2. **TARGET AUDIENCE:** Mandatory for all new Family Readiness Leaders and Family Readiness Support Assistants. Recommended for all unit Commanders and unit appointed FRG Liaisons.
3. **LENGTH:** Varies
4. **PURPOSE:** Instruction and guidance to assist all Commanders, FRG Leaders, and FRSA's on the Army Family Readiness Program requirements, regulations, and policies.
5. **COURSE DESCRIPTION:** Available courses include FRG Leader Training, Key Caller Training, Informal Fund Custodian Training, Battalion Care Team Training, and Family Readiness Support Assistant Training.
6. **ADMINISTRATIVE INSTRUCTIONS:** To enroll, contact ACS at 239-9435.
7. **PREREQUISITES:** None.
8. **POC:** Fort Riley ACS – Outreach Program, 239-9435
9. **2014 COURSE SCHEDULE:** TBD

PHYSICAL SECURITY OFFICER/NCO COURSE

1. **LOCATION:** Military Schools Facility, Building 8388 Room 129, Fort Riley, KS
2. **LENGTH:** 30 hours (3.5 days)
3. **PURPOSE:** To provide formal physical security operations training for personnel assigned duties as a battalion, brigade or garrison activities physical security officer (PSO). This course is not Armorer Supervisor's Course.
4. **REGULATORY:** AR 190-13
 - 3-1. Physical security officer
 - a. A PSO will be appointed in writing at the unit (battalion and higher), garrison, ACOM, ASCC, DRU, and ARNG command levels. Appointees will be knowledgeable of physical security and will meet at least one of the following requirements:
 - (1) Demonstrated ability to manage a physical security program through prior experience.
 - (2) Formal training in military police or physical security operations.
 - (3) Completion of the Army physical security course per paragraph 3-2a(3).
5. **DESCRIPTION:** This course is an overview of the Army Physical Security Program. The course will cover principles of Physical Security, conducting a risk analysis, writing a physical security plan and developing an organization inspection program (OIP). Students will be issued handouts, visit facilities and participate in practical exercises. They should bring pencil and paper for taking notes and be familiar with current organization practices.
6. **PREREQUISITES:**
 - a. Assigned duties as a Battalion, Brigade or Garrison Directorate Physical Security Officer.
 - b. Minimum of 6 months remaining on active duty upon completion of course.
 - c. Be a commissioned or non commissioned officer
6. **POC:** Garrison Physical Security Office phone:

COURSE SCHEDULING	(785) 239-0866
INSPECTOR	(785) 239-2975
INSPECTOR	(785) 240-0305
ICIDS ADMINISTRATOR/INSTRUCTOR	(785) 239-6342
MILCON REVIEW /INSTRUCTOR	(785) 239-0866
CHIEF	(785) 239-3080
7. **ENROLLMENT:** This course is for Fort Riley Soldiers and Civilians assigned to Brigade, Battalion, Company or Garrison Directorate Physical Security Officer positions only. No later than 72 hours prior to class start date, personnel can enroll by contacting the Physical Security Office at 239-0866 or 239-6342. The course is limited to 25 participants; however, it must have at least 7 personnel enrolled or the course will be cancelled.
8. **FY14 SCHEDULE:** TBD

**SECURITY MANAGERS ORIENTATION COURSE (SMOC)
FOR UNIT S-2'S & Security Managers**

1. **LOCATION:** Safety Classroom, bldg 500, room 16.
2. **REPORTING:** 0900 hours on each day of class. Failure to report on time may constitute loss of space.
3. **LENGTH:** (2 Days for Personnel Security & 1 day for INFOSEC). 0900-1630. (Day 3), Information Security POC is Jim Klotz, MSE G2. No classes will be conducted on Federal holidays or civilian furlough days.
4. **PURPOSE:** To provide all S-2's & security managers with information on their duty and responsibilities concerning the Personnel Security Program, (security clearances & processing) in the execution of their duties. Reference: AR 380-67, AR 25-2, AR 380-5.
5. Dates of class: 29, 30, 31 October 2013; - 17, 18, 19 December 2013; - 18, 19, 20 March 2014; - 17, 18, 19 June 2014; - 16, 17, 18 September 2014; - 16, 17, 18 December 2014
6. **PREREQUISITES:**
 - a. Assigned duties as a Unit S-2 or any security manager & have a valid SECRET clearance for JPAS access.
7. **ADMINISTRATIVE INSTRUCTIONS:**
 - a. Number of students will not be less than 10 or more than 35 in each class.
 - b. Students will be exempt from duties that might interfere with course participation.
8. **POINT OF CONTACT:** Military Schools Training Coordinator, 239-1290, or Chief, Personnel Security, Jerry Donker, 239-6323.

Army Civilian Corps Creed

- I am an Army Civilian ♦ a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace
- I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army
- I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
- I am an Army Civilian

DISCLAIMER

Changes to this publication will be sent to:

Program Manager
Military Schools
BLDG 8388, Ft. Riley, KS. 66442
COM: (785) 239-5454
DSN: 856-5454
FAX: 239-1449

REA